

**APPENDIX A****DEFINITIONS****PART I: TERMS**

**As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.**

**ACCOMMODATIONS.** Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Lowest First Class. The lowest cost offered by commercial carriers to the general public as first class.
4. Security (Enclosed). Any private room that can be locked for security purposes.

**ACCOMMODATIONS, APPROVED.** Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

**ACCOMMODATIONS, COMMON CARRIER.**

***NOTE: On common carrier aircraft with two classes of service, the higher class is first class.***

1. First/Premium Class. The highest class of accommodations offered by commercial airlines. All classes above the lowest class. Includes suites offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
2. Premium Class Other than First Class. Any class of accommodations offered by commercial airlines that is between coach-class and first-class accommodations (e.g., business-class).
3. Coach-Class. The basic class of accommodations offered by commercial airlines and passenger rail carriers, that includes a level of service available to all passengers regardless of the fare paid. The term applies when an airline offers only one class of accommodations. The term also includes tourist class and economy class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
4. Slumber Coach. The lowest level of sleeping accommodations available on a train.

5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).
6. Lowest First Class. The least expensive first class reserved accommodations available on a ship.

**ACCOMMODATIONS, PUBLIC.** Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding:

1. An establishment owned by the Federal Government;
2. An establishment treated as an apartment building by State or local law or regulation; or
3. An establishment containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

**ACTIVE DUTY.** Full-time duty in the active service (37 USC §101(18)) of a Uniformed Service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary concerned. ***NOTE: A member is on active duty while in a travel status or while on authorized leave.***

**ACTIVE DUTY FOR TRAINING.** Full-time training duty in the active military service for the purpose of training members of the Ready Reserve to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary concerned.

**ACTUAL EXPENSE.** Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Authorization for reimbursement is contingent on authorization for per diem, and is subject to the same definitions and rules governing per diem.

**ACTUAL SUBSISTENCE EXPENSES.** The same items as those included under Per Diem Allowance, ***NOTE 2.***

**ADVANCED TRAVEL OF DEPENDENTS.** The movement of dependents based on a Permanent Change of Station (PCS) order, but before member travel.

**AGENCY.**

A. Includes:

1. An Executive agency, as defined in 5 USC §101;
2. A military department;
3. An office, agency or other establishment in the legislative branch;

4. An office, agency or other establishment in the judicial branch; and
5. The Government of the District of Columbia.

B. Does NOT include:

1. A Government-controlled corporation;
2. A member of Congress; or
3. An office or committee of either House of Congress or of the two Houses.

**ANNUAL TRAINING DUTY.** Active duty required of the Ready Reserve to satisfy the training requirements of the member's annual reserve assignment (See DoD and Service regulations). ***NOTE: The primary purpose of annual training is to provide readiness training, but annual training also may support active component missions and requirements; i.e., operational support.***

**AO (AO).** The official who directs travel and has responsibility for the funding.

**APPROVED.** The ratification or confirmation of an act already done.

**ARMED FORCES.** The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 USC §101(4)).

**\*ATTENDANT.** An attendant:

1. Is a member, employee, or other person who, IAW a travel order/ITA, accompanies a member authorized to travel to/from a medical facility for required medical attention that is not available locally;
2. Takes care of and waits upon the member patient in response to the patient's needs;
3. May travel with the patient and attend to the patient's needs at the destination medical facility; and
4. Is appointed by competent medical authority.

***Effective 17 September 2004***

**AUTHORIZED.**

- a. The giving of permission before an act.
- b. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

(Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.)

**AUTOMATED TELLER MACHINE (ATM) SERVICES.** Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

**AUTOMOBILE MILEAGE RATES: See MILEAGE (ALLOWANCE).**

**BAGGAGE.** Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. ***NOTE: Baggage may accompany a traveler or be transported separately.***

**BAGGAGE, ACCOMPANIED.** Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

**BAGGAGE, UNACCOMPANIED.** That part of a member's prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel,
2. Ordinarily is transported separately from the major bulk of HHG, and
3. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

***NOTE 1: Unaccompanied baggage in connection with permanent duty and COT/IPCOT travel may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.***

***NOTE 2: In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.***

**BLANKET TRAVEL ORDER.** (Also called Unlimited Open, Limited Open, or Repeat Travel Order.) An order issued to a member who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. (Also see Travel Order.)

***NOTE 1: Blanket travel orders are not used in DTS.***

***NOTE 2: A blanket travel order for TDY travel can only authorize economy -class travel. If premium-class travel becomes necessary for a specific trip, an amendment to the order for each such trip must be issued.***

**BUSINESS-CLASS.** Travel and accommodations/service that fall between first-class and coach-class accommodations. Business-class accommodations usually, but do not have to, have their own cabin/facilities between first-class and coach-class accommodations. ***(See par. U3125-B2b for business-class transportation authority (restricted to the two-star flag level and civilian equivalents.)***

**CALENDAR DAY.** The 24-hour period from one midnight to the next midnight. ***NOTE: The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400.)***

**CERTIFICATED AIR CARRIER.** *See U.S. Flag Air Carrier.*

**CIRCUITOUS TRAVEL.** Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. ***Also referred to as Indirect Travel.***

**COMMAND, COMBATANT.** An organization with a broad continuing mission under a single commander established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

**COMMANDANT'S PAROLE.** The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has authorized and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. ***NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***

**COMMAND SPONSORED DEPENDENT.** See ***DEPENDENT, COMMAND SPONSORED.***

**COMMERCIAL POV STORAGE FACILITY.** Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

**COMMERCIAL TRANSPORTER.** A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

**COMMON CARRIER.** Private-sector supplier of air, rail, bus, or ship transportation.

**CONFERENCE.** A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR §410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

**CONSECUTIVE OVERSEAS TOUR (COT).** (Also see ***IN PLACE CONSECUTIVE OVERSEAS TOUR.***) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

**CONTINENTAL UNITED STATES (CONUS).** The 48 contiguous States and the District of Columbia.

**CONTINGENCY OPERATION.** A military operation that:

1. Is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of members of the uniformed services under 10 USC §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

**CONTRACT CARRIERS.** U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

**(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO).** A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

**DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD).** The DoD standard source for worldwide distance information based on city-to-city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://dtod1.sddc.army.mil>.

**DEPARTMENT OF DEFENSE (DoD) COMPONENTS.**

- The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff)
- Department of the Army
- Department of the Air Force
- Department of the Navy (including the Marine Corps)
- DoD Inspector General
- United States Court of Appeals for the Armed Forces

**DOD FIELD ACTIVITIES:**

- American Forces Information Service
- Defense Prisoner of War/Missing Personnel Office
- Defense Technology Security Administration
- DoD Counterintelligence Field Activity
- DoD Education Activity
- DoD Human Resources Activity
- Office of Economic Adjustments
- TRICARE Management Activity
- Washington Headquarters Services

**DEFENSE AGENCIES:**

- Defense Advanced Research Projects Agency
- Defense Commissary Agency
- Defense Contract Audit Agency
- Defense Contract Management Agency
- Defense Finance and Accounting Service
- Defense Information Systems Agency
- Defense Intelligence Agency
- Defense Legal Services Agency
- Defense Logistics Agency
- Defense Security Cooperation Agency
- Defense Security Service
- Defense Threat Reduction Agency
- National Geospatial Intelligence Agency
- National Geospatial Intelligence College
- National Security Agency/Central Security Service
- Missile Defense Agency
- Pentagon Force Protection Agency

**JOINT SERVICE SCHOOLS:**

- Joint Military Intelligence College
- Defense Acquisition University
- National Defense University
- Joint Professional Military Education Colleges
- Uniformed Services University of the Health Sciences

**DEPENDENT.** Defined by 37 USC §401.

***NOTE: Exception. For authorization purposes under JFTR:***

- 1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the homeport as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;***
- 2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on behalf of the child);***
- 3. A member (IAW 37 USC §421) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.***

Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-C1), any of the following individuals: ***(See exception NOTES above.)***

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after the effective date of the PCS order when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family (50 Comp. Gen. 220 (1970); 66 id. 497 (1987)));
3. A member's unmarried stepchild under age 21 (including an illegitimate child of the member's spouse, B-177061/B-177129, 13 December 1974) ***NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood.***;
4. A member's unmarried adopted child under age 21 (including a child placed in the home of the member by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned, and is in fact dependent on the member for more than one-half of his/her support;
7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; ***NOTE: Children under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the home of the member by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations.***;
8. For transportation authorized in JFTR, par. U5215-B, a member's unmarried child who traveled at Government expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, otherwise would cease to be a dependent of the member, while the member is serving at an OCONUS PDS;

9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:

- a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary concerned; or
- b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. (See par. U5900-E.);

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

- a. Is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and

- (1) Has not attained age 21, or

- (2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned, or

- (3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

- b. Is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary concerned; and

- c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary concerned may by regulation prescribe; and

- d. is not a dependent of a member under any other paragraph.

12. *Whether an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:*

*GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state where the parties entered into such a marriage"; and,*

*"Issues of marital status are determined by state law, James H. Perdue, GSBCA 14122-RELO, 16 March 1998. Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,*



*As we recognized in James H. Perdue, GSBCA 14122-RELO, 16 March 1998 the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state where the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.*

*The validity of a common law marriage is determined by the law of the place where it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1978; B-191316, 27 September 1978.*

*The burden of proof is on the claimant to establish the common law marriage. See GSBCA 15207-RELO, 19 May 2000; GSBCA 14122 RELO, 16 March 1998.*

*The following pertinent information is quoted from the DoDFMR, Volume 7A, Interim Change 24-03:*

*(Par. 260402-D) Common-Law Marriages. Under laws of certain states, a common-law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common-law marriages entered into in those states are considered valid if they are contracted in accordance with state law.*

*(Par. 260403) Validity of Member's marriage. Any case where the validity of a member's marriage is questioned is considered a case of doubtful relationship.*

*(Par. 260403-F3) Determination and Validation. Submit request for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:*

- a. Army  
DFAS-PMTEC-C/IN  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249-0855
- b. Navy  
DFAS-CL/PMMACB  
1240 East 9<sup>th</sup> Street  
Cleveland, OH 44199-2055
- c. Air Force  
DFAS-PMJPD/DE  
6760 East Irvington Place  
Denver, CO 80279-3000
- d. Marine Corps  
Commandant of the Marine Corps (MRP-1)  
3280 Russell Avenue  
Quantico, VA 22134-5143
- e. NOAA  
Director, Commissioned Personnel Center  
1315 East West Highway, Room 12100  
Silver Spring, MD 20910-3282

- f. USCG  
Commandant (G-WPM-2)  
U. S. Coast Guard  
2100 Second Street, S.W.  
Washington, DC 20593-0001
- g. U.S. Public Health Service Commissioned Corps  
Office of Commissioned Corps Operations  
Division of Commissioned Corps Officer Support  
ATTN: DEERS  
1101 Wootton Parkway, Suite 100  
Rockville, MD 20852-1060

**Pertinent GSBGA decisions**

**GSBGA 15947-RELO, 31 March 2003 available at:**

**<http://www.gsbca.gsa.gov/relo/r1594703.txt>**

**GSBGA 15382-RELO, 20 December 2000 available at:**

**<http://www.gsbca.gsa.gov/relo/r1538220.txt>**

**GSBGA 15207-RELO, 19 May 2000 available at: <http://www.gsbca.gsa.gov/relo/r1520719.txt>**

**GSBGA 14673-RELO, 9 December 1998 available at:**

**<http://www.gsbca.gsa.gov/relo/r1467309.txt>**

**GSBGA 14122-RELO, 16 March 1998 available at:**

**<http://www.gsbca.gsa.gov/relo/r141220.txt>**

**DEPENDENT, ACQUIRED.** A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. ***NOTE: The term does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.***

***Effective 18 June 2004***

**DEPENDENT, COMMAND-SPONSORED.** (Also see **DEPENDENT**) Dependent(s) residing with a member at an OCONUS location at which an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS. The member is authorized to receive station allowances at the with-dependents rate on behalf of command-sponsored dependent(s) as a result of the dependents' residence in the vicinity of the member's PDS.

**DEPENDENT RESTRICTED TOUR.** An established tour at an OCONUS PDS that does not permit command sponsored dependents. See Appendix Q.

***Effective 18 June 2004***

**DESIGNATED PLACE.** Except as used in Chapter 6 (Evacuation Allowances):

1. A place in CONUS or in a non-foreign OCONUS area;
2. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***;
3. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under par. U5222-C4, U5222-D1 or U5222-F3;

4. The OCONUS place in the vicinity of the old PDS at which dependents remain under the provisions of par. U5222-F3, while a member serves a dependent-restricted or unaccompanied tour;
5. The foreign OCONUS place to which dependents are specifically authorized to travel under par. U5900, when early return of dependents is authorized. ***NOTE: Limited to the native country of a foreign born spouse for DoD Services and Coast Guard.***

***NOTE 1:*** To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at Government expense.

***NOTE 2:*** For the definition of "designated place" as used in Chapter 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.

**DETACHMENT.** A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

**DISCOUNT GOVERNMENT MEAL RATE.** The daily rate charged for meals in a Government dining facility minus the operating cost. See definition of "Government Meal Rate" for current rates.

**DISTANCE.** As applicable for the Defense Table of Official Distance:

1. **Shortest.** Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. **Practical.** Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

**DUTY STATIONS.** For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of
  - a. Appointment to regular Service from civilian life or a reserve component;
  - b. Being called to active duty or active duty for training for 20 or more weeks;
  - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
  - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for members on sea duty, the homeport of the ship or mobile unit to which the member is assigned;
3. The place where a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the homeport assigned to such ship is the new station;

4. The home of a member upon:
  - a. Retirement;
  - b. Transfer to a Reserve Component, the Fleet Reserve, or the Fleet Marine Corps Reserve;
  - c. Release from active duty;
  - d. discharge, resignation, or separation, all under honorable conditions; or
  - e. Temporary disability retirement.

**EARLY RETURN OF DEPENDENTS.** Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a Permanent Change of Station (PCS) order.

**EFFECTIVE DATE OF PCS ORDER.**

1. For members being separated or retired, the last day of active duty. (See below for Reservists being separated.)
2. For all others, including Reservists being separated and recalled retired members who continue in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.

***NOTE:*** The following are examples of computing the effective date of orders:

**EXAMPLE 1**

A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.

Authorized and actual reporting date	10 June
Less 7 days travel time actually used	3 June
Add 1 day	4 June
Effective date of PCS order	4 June

**EXAMPLE 2**

A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.

Authorized reporting date	10 June
Actual reporting date	9 June
Less 1 day travel time	8 June
Add 1 day	9 June
Effective date of PCS order	9 June

**EMPLOYEE.** A civilian individual:

1. Employed by an agency (as defined in this Appendix), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year (5 USC §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

**\*ESCORT.** An escort:

1. Is a member, employee, or other person who, IAW a travel order/ITA, accompanies a member between authorized locations, when:
  - a. Member travel is authorized by competent authority, and
  - b. The member is incapable of traveling alone, and
2. May be appointed by the member's commanding officer/AO.

**EXPEDITED TRANSPORTATION MODE.** A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

**EXTENDED STORAGE.** *See NON-TEMPORARY STORAGE.*

**FAMILY.** *See DEPENDENT.*

**FEDERAL TRAVEL REGULATION.** Regulation contained in title 41 of the Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

**FIELD DUTY.** All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. The individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises. ***NOTE: Everything ordinarily covered by per diem is furnished without charge, except that members are required to pay for rations at the discounted meal rate (basic meal rate), or***
2. Students are participating in survival training, forage for subsistence, and improvise shelter. ***NOTE: Individuals furnished quarters and subsistence obtained by contract are performing field duty when so declared by a competent official.***

**FIRST-CLASS.** The best class of transportation and accommodations available -- See par. U3125-B2a for first-class transportation authority.

**FOREIGN AIR CARRIER.** An air carrier that does not hold a certificate issued by the United States under 49 USC §41102.

**FOREIGN AREA AND FOREIGN COUNTRY.** Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**FOREIGN-BORN DEPENDENT.** A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized citizen of the U.S.; also, children of a foreign-born dependent spouse.

**FORMER CANAL ZONE AREA.** Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

**GEOGRAPHICAL LOCALITY.** The contiguous political area of a single country or a related island group in the same region.

***NOTE 1: Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of Hawai'i and Alaska, and each U.S. territory or possession are separate geographical localities.***

***NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.***

**GOVERNMENT.** The Government of the U.S. and the Government of the District of Columbia.

**GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS).** A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Government.

**GOVERNMENT AIRCRAFT.** Any aircraft owned, leased, chartered or rented and operated by an executive agency.

**GOVERNMENT-CONTRACT RENTAL AUTOMOBILE.** An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

**GOVERNMENT-SPONSORED CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD.** A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the member.

**GOVERNMENT-CONTROLLED QUARTERS.** Quarters, other than Government or privatized quarters, under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased quarters) for which the Government controls occupancy.

**GOVERNMENT CONVEYANCE.** Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE: A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in par. U5320-D (Personally procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).***

**GOVERNMENT DINING FACILITY/GOVERNMENT MESS.** A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp ***NOTE: A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by, or made available to, them.;***
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the Government on military aircraft.

***NOTE: In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.***

**GOVERNMENT-FURNISHED AUTOMOBILE.** An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the Government for 60 days or longer from a commercial firm.

**GOVERNMENT-FURNISHED VEHICLE.** A Government-furnished automobile or a Government aircraft.

#### **GOVERNMENT MEAL RATE**

The daily rate (discount or standard) charged for meals in a Government dining facility.

***Effective 1 January 2005***

1. Discount Government Meal Rate: \$7.55 per day
2. Standard Government Meal Rate: \$8.90 per day

***NOTE: Also see DISCOUNT GOVERNMENT MEAL RATE.***

**GOVERNMENT MESS.** See **GOVERNMENT DINING FACILITY/GOVERNMENT MESS.**

**GOVERNMENT-PROCURED TRANSPORTATION.** Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

**GOVERNMENT QUARTERS.**

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;
2. Lodgings or other quarters obtained by U.S. Government contract;
3. Quarters in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in this Appendix;
6. Lodging facilities on a U.S. Installation other than privatized housing, owned and operated by a private corporation, if the use of these facilities is directed by Service regulations; and
7. Family-type housing owned or leased by the U.S. Government (does **not** include privatized housing).

***NOTE 1:*** Government quarters include guesthouses, officers clubs, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform. Also included are family-type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.

***NOTE 2:*** Adequacy standards for DoD Services are prescribed by the Office, Secretary of Defense in DoD 4165.63-M, DoD Housing Management (See [http://www.dtic.mil/whs/directives/corres/pdf/416563m\\_0993/p416563m.pdf](http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf)), and implemented by appropriate Service regulations. For non-DoD Services, see Service regulations.

**GOVERNMENT TRANSPORTATION.** Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (Also see **GOVERNMENT CONVEYANCE**.)

**GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169).** A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

**GROUP MOVEMENT.** A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order. ***NOTE:*** Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

**HOME OF RECORD (HOR).** The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.



**NOTE 1:** *The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

**NOTE 2:** *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

**NOTE 3:** *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

**HOME OF SELECTION (HOS).** The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions stated in par. U5130-A1.

**HOUSEHOLD GOODS (HHG).** Items (*except those listed in 2 and 3*) associated with the home and all personal effects (see **NOTE 1**) belonging to a member and dependents on the effective date (see **NOTE 2**) of the member's PCS or TDY order that legally may be accepted and transported by an authorized commercial transporter.

**NOTE 1:** *See par. U5310-E for articles involving weight additives.*

**NOTE 2:** *HHG acquired after the effective date of the order but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.*

1. HHG also include:
  - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
  - b. Spare POV parts (see the definition in this Appendix) and a pickup tailgate when removed;
  - c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
  - d. Consumable goods for members ordered to locations listed in Appendix F;
  - e. Vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis and snowmobiles and their associated trailers);

f. Boats; and

g. Ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).

2. HHG *do not* include:

a. Personal baggage when carried free on commercial transportation;

b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);

c. Live animals including birds, fish and reptiles;

d. Articles that otherwise would qualify as HHG but are acquired after the effective date of the PCS order, except:

(1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or

(2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));

e. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

f. HHG for resale, disposal or commercial use;

g. Privately owned live ammunition (B-130583, 8 May 1957);

h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.

3. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,

(1) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

**HOUSEHOLD GOODS TRANSPORTATION. See TRANSPORTATION, HHG.**

*Effective 13 September 2002*

**HOUSEHOLD GOODS-WEIGHT ADDITIVE.** A weight added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. ***NOTE: The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.***

**INACTIVE DUTY TRAINING.**

1. Inactive duty that is:

a. Duty prescribed for members of a Reserve Component by the Secretary concerned, or

b. Special additional duty authorized for members of a Reserve Component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned.

2. The duties in 1a above, when performed by members of the National Guard, including:

a. Unit training assemblies;

b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

***NOTE 1:*** This term does not include work or study for a correspondence course of a uniformed service.

***NOTE 2:*** For pay purposes, inactive duty training must be performed under orders, cover a specific assignment, and have a prescribed time limit.

**INITIAL ACTIVE DUTY TRAINING.** The initial active duty training of a non-prior service enlistee, that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT).** A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. ***NOTE: The effective date of an IPCOT order is the first day of duty on the new tour. No PCS movement is involved.***

**INVITATIONAL TRAVEL.** See *TRAVEL, INVITATIONAL*.

**ITINERARY, VARIATION IN.** A change in routing of travel or points of TDY in connection with official business, justified by the mission's nature and requirements.

**KEY BILLET.** An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. ***NOTE: Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.***

**LAST DUTY STATION.** For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

**LOCALITY RATES.** Maximum per diem rates prescribed for specific localities.

**LODGINGS IN KIND.** Lodgings provided by the Government without cost to the member.

**LODGINGS-PLUS PER DIEM METHOD.** The method of computing per diem allowances for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

**MEMBER (UNIFORMED SERVICES).** A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

**MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL.** A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. U2600 for current rates.

**MISSING STATUS.** The absence status of a member who is officially carried or determined to be:

1. Missing;
2. Missing in action;
3. Interned in a foreign country;

4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

**MIXED MODES.** Travel using POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation,
2. Government-procured commercial transportation,
3. Government transportation.

**MOBILE HOME.** A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member or the members' dependents.

**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT).** A rate per mile for the authorized use of a POC during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. U2605 for current rates.

**MULTIPLE OCCUPANCY DWELLING.** A duplex, triplex or other type of dwelling that is designed to provide separate living quarters for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

**NON-COMMAND SPONSORED DEPENDENT.** Dependents not authorized/approved to reside with a member at an OCONUS location.

**NON-FOREIGN OCONUS AREA.** The states of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. *Also referred to as Extended Storage.*

**OCONUS.** Outside CONUS.

**OFFICER.** A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

**OFFICIAL STATION.** See **PERMANENT DUTY STATION**.

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER-ISSUING OFFICIAL.** *See AO.*

**OVERSEAS.** *See OCONUS.*

**PER DIEM ALLOWANCE.** The per diem allowance (*also referred to as subsistence allowance*) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in the 50 states, District of Columbia, and non-foreign OCONUS locations - see NOTE 1 below*) and service charges where applicable, for:

1. **Lodging.** The term "lodging" includes expenses for overnight sleeping facilities (including Government quarters); baths; personal use of the room during daytime, telephone access fee; and service charges for fans, air conditioners, heaters, fires furnished in room when such charges are not included in the room rate, *and in foreign areas only lodging taxes (see NOTE 1 below)*. The term "lodging" does not include accommodations on airplanes, trains, buses or ships. These costs are included in the transportation cost and are not lodging expenses.

**NOTE 1:**

- a. *The maximum amount allowed for lodging in CONUS and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in CONUS and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid.*
  - b. *The maximum amount allowed for lodging in foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas are not separately reimbursable.*
2. **Meals.** Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
  3. **Incidental Expenses.** Incidental expenses include:
    - a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. U1410-A10 for reimbursement of fees and tips incurred at transportation terminals.);
    - b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site **NOTE: If, in the AO's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 1, Part C;**

***Effective for TDY travel performed on or after 1 January 2001:***

- c. Personal laundry/dry-cleaning and pressing of clothing (*except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
- f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) that are listed in the account;
- g. Potable water and ice (28 Comp. Gen. 627 (1949)); and
- h. Taxes and service charges on any of the expenses in items 2 through 3g.

***Effective for TDY travel performed on or after 1 January 2001:*****NOTE 2:**

- a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.***
- b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.***

**PER DIEM, REDUCED. See REDUCED PER DIEM.**

**PERMANENT CHANGE OF STATION (PCS).** In general, the assignment, detail, or transfer of a member or unit to a different PDS under a competent order that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for DLA), Relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. A change in the homeport of a ship or mobile unit;
3. Change from home or from the PLEAD to the first PDS upon:
  - a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
  - b. Call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;

- c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
- d. Enlistment or induction into the Service (regular or during emergency); and
- e. Change from the last PDS to home upon:
  - (1) Discharge, resignation, or separation from the Service under honorable conditions;
  - (2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
  - (3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
  - (4) Retirement; and
  - (5) Temporary disability retirement.

**PERMANENT DUTY STATION (PDS).** *Also called OFFICIAL STATION.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of member's unaccompanied baggage located on board the ship). The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances.

**NOTE 1:** *The geographic limits of the PDS are:*

*a. **For members.** The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one for PDS purposes. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

*b. **For invitational travelers***

- (1) The corporate limits of the city or town in which the home or principal place of business is located; or*



*(2) If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

***NOTE 2:*** *Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawai'i. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).*

***NOTE 3:*** *When a member is ordered to attend a course (or courses) of instruction at a school or installation the scheduled duration of which is 140 or more days (20 or more weeks), the school or installation location is the PDS regardless of the terms of the order, except when the course is authorized as TDY under par. U2146. See par. U2146 for examples of scheduled duration and extensions.*

The following are PDSs for transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
  - a. Appointment to regular Service from civilian life or from a reserve component;
  - b. Being called to active duty (including for training) for 20 or more weeks;
  - c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or
  - d. Enlistment or induction into the Service (regular or during emergency); or
  - e. Temporary disability retirement.
2. The place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship or ship-based staff, it is the homeport of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
3. the place where a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the homeport assigned to the ship is the new station;

4. The member's home upon:
  - a. Retirement;
  - b. Transfer to a Reserve component, the Fleet Reserve, or the Fleet Marine Corps Reserve;
  - c. Release from active duty;
  - d. Discharge, resignation, or separation, all under honorable conditions; or
  - e. Temporary disability retirement.

**PERMANENT DUTY TRAVEL.** PCS and COT/IPCOT travel.

**PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).**

1. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of a Reservist who is not enlisted, commissioned, or appointed for immediate active duty, the place to which orders to active duty are addressed.
3. **Effective 1 January 1983:** In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

***NOTE:*** The **PLEAD** changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

**PLACE OF PUBLIC ACCOMMODATION.** See **ACCOMMODATIONS, PUBLIC**.

**PLACE OF STORAGE.** Residence or authorized storage location.

**PORT CALL.** Official notification or instructions that require a traveler to report for transoceanic transportation; it designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and other instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION.**

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

**PORT OF EMBARKATION.**

1. Travel by air: the airport at which the traveler boards an international/transoceanic flight.
2. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

**POSSESSIONS OF THE UNITED STATES.** *See TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*

**POST OF DUTY.** *See PDS.*

**POV, SPARE PARTS.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

**PREMIUM-CLASS.** Travel and accommodations that are:

1. First-class. Highest class available. See definition of **FIRST-CLASS**; or
2. Business-class. See definition of **BUSINESS-CLASS**.

**PRIVATELY OWNED AIRCRAFT.** An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

**PRIVATELY OWNED AUTOMOBILE (POA).** A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

**PRIVATELY OWNED CONVEYANCE (POC).** Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place. ***NOTE: A common carrier, or a conveyance owned by the Government, is never a POC.*** A conveyance loaned for a charge to, or rented at personal expense by, a member for transportation on PCS or TDY, when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in par. U3415 is a POC.

**PRIVATELY OWNED (MOTOR) VEHICLE (POV).**

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:
  - a. Is self-propelled;
  - b. Is licensed to travel on the public highways;
  - c. Is designed to carry passengers or HHG; and

d. Has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same orders.

2. As used in Chapter 6, a POV is a motor vehicle that is owned by the member (or a dependent of the member) and is for the personal use of the member or the member's dependents.

***NOTE: 1: In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the responsibility of the member***

***NOTE 2: A trailer, airplane, or any vehicle intended for commercial use is not a POV.***

**PRIVATIZED HOUSING.** Housing units on or near military installations in the U.S. and its territories and possessions that are acquired or constructed by private persons, under 10 USC §§2871-2885. The Service Secretary determines which privatized housing is suitable for use as military family housing. ***Privatized housing is not Government or Government-controlled quarters.***

**PROCEED TIME.** A period of time that a member is authorized, by Service regulations, to delay in the execution of travel orders.

**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E).** *(Also called PRO or PRO-Gear.)*

Articles of HHG in a member's possession needed for the performance of official duties at the next or a later destination. Examples include:

1. Reference material;
2. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. Communication equipment used by members in association with the MARS (see DoDD 4650.2);
5. Individually owned or specially issued field clothing and equipment;
6. An official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and
7. Personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

***NOTE: Excluded from PBP&E are sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.***

**PROPORTIONAL MEAL RATE.** The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>), rounded to the nearest dollar.

**REDUCED PER DIEM.** Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

**REPEAT TRAVEL ORDERS.** *See BLANKET TRAVEL ORDERS.*

**RESERVE COMPONENT.** The

1. Army National Guard of the United States,
2. Army Reserve,
3. Naval Reserve,
4. Marine Corps Reserve,
5. Air National Guard of the United States,
6. Air Force Reserve,
7. Coast Guard Reserve, and
8. Reserve Corps of the Public Health Service.

**RESIDENCE-TYPE QUARTERS.** Quarters that are not hotel or hotel-like accommodations.

**SECRETARIAL PROCESS.** Action by the Secretary concerned or the Secretary's designated representative. The process is (or the processes are) in administrative and/or procedural directives issued under par. U1010-B.

**SECRETARY CONCERNED.** As defined in 37 USC §101(5), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

***When this term is used in the JFTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.***

**SEPARATED FROM THE SERVICE.** Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS.** Cost of maid service and fee for electricity.

**SERVICES.** See **UNIFORMED SERVICES**.

**SHORT DISTANCE MOVE.** A move:

1. Involving HHG drayage or shipment for a short distance between residences;
2. To or from a NTS facility in the member's PDS area;
3. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
4. Incident to reassignment or PCS to a new PDS near the old PDS;
5. Between residences within a metropolitan area; or
6. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

***NOTE:*** A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

**SPARE PARTS FOR A POV.** See **POV, SPARE PARTS**.

**SPECIAL CONVEYANCE.** Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

**SPECIAL NEEDS.** Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

**STANDARD CONUS PER DIEM RATE.** The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at

<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>.

**STANDARD GOVERNMENT MEAL RATE.** See definition of "Government Meal Rate" for current rates. The daily rate charged for meals in a Government dining facility including the operating cost.

**Effective 14 July 2004**

**SUBSISTING OUT.** The non-leave status of an inpatient who is no longer assigned a bed. Inpatients authorized to subsist out are not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

**TEMPORARY DUTY (TDY).**

1. Duty at one or more locations, away from the PDS, under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

**TEMPORARY DUTY (TDY) LOCATION. See TEMPORARY DUTY STATION.**

**TEMPORARY DUTY (TDY) STATION.** A place, away from the PDS, to which the traveler is authorized to travel.

**TEMPORARY DUTY (TDY) TRAVEL.** Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

**TEMPORARY LODGING FACILITIES.** Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a cash charge is levied, without direct charge against the occupants' quarters allowances. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

**TEMPORARY STORAGE.** Short-term storage that is part of HHG transportation. May be at any combination of the origin, destination, and en route locations. Usually for 90 or fewer days, but may be extended. See par. U5375. Also referred to as storage in transit (SIT).

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, 1 July 1997.)**

1. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anathathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site <http://www.saipan.com>)
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island

5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

**TERRITORY OF THE UNITED STATES.** *Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.* An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States. ***NOTE: "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.***

**TRANSOCEANIC TRAVEL.** Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

**TRANSPORTATION.** The means of moving people or things (particularly HHG) from one place to another.

**TRANSPORTATION EXPENSES.** The costs related to transportation.

**TRANSPORTATION, HHG.** The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. ***NOTE: Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting.)***

**TRANSPORTATION-IN-KIND.** Transportation provided by the Government without cost to the traveler. It includes transportation by Government aircraft, ship, or vehicle, and Government-procured transportation via commercial carriers.



**TRANSPORTATION, POV.** Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.

***NOTE 1:*** *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 USC §554 and is in accordance with Service regulations.*

***NOTE 2:*** *Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.*

**TRANSPORTATION REQUEST.** A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. ***NOTE:*** *GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.*

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

**TRAVEL.** The term "travel" relates to movement of persons from place to place and includes authority for the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

**TRAVEL ADVANCE.** Prepayment of estimated travel expense.

**TRAVEL AUTHORIZATION (ORDER).** *See Travel Order.*

**TRAVEL CLAIM (VOUCHER).** A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

**TRAVEL, INVITATIONAL.** Authorized travel of individuals either not employed by the Government or employed (under 5 USC §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian employees in connection with TDY, except as provided by JTR, par. C4562-D for interview travel and by par. A, item 13 of Appendix E, Part I. See Appendix E.

**TRAVEL MANAGEMENT SYSTEM (TMS).** A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

**TRAVEL, OFFICIAL.** Authorized travel and assignment solely in connection with business of the DoD or the Government.

***NOTE 1:*** *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

***NOTE 2:*** *Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

**TRAVEL ORDER.** A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. Unlimited Open. This is a form of blanket travel order allowing a member to travel anywhere on official business without further authorization for a specified period of time within a fiscal year. See ***NOTE*** below for restrictions.
2. Limited Open. This is a form of blanket travel order allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year. See ***NOTE*** below for restrictions.
3. Repeat. This is a form of blanket travel order allowing a member to travel on official business without further authorization to a specific destination for a specified period of time within a fiscal year. See ***NOTE*** below for restrictions.
4. Trip-by-trip. This is a travel order allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

***NOTE:*** *Unlimited Open, Limited Open, and Repeat Travel Orders (also called Blanket Travel Orders) are not used in DTS. The blanket travel order type is restricted to economy-class travel authorization. If premium-class transportation becomes necessary for a specific trip, an amendment to the travel order for each such trip must be issued.*

**TRAVEL STATUS.** The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. ***NOTE:*** *See par. U2200 for more detail.*

**UNACCOMPANIED BAGGAGE.** See ***BAGGAGE, UNACCOMPANIED.***

**UNACCOMPANIED MEMBER.** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNIFORMED SERVICES.** The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

**UNIT.** A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES.** The 50 states and the District of Columbia.

**U.S. FLAG AIR CARRIER.** A U.S. flag air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

**U.S. INSTALLATION.** A base, post, yard, camp or station:

1. Under the local command of a uniformed service,
2. With permanent or semi-permanent-type troop shelters and a Government mess, and
3. Where there are U.S. Government operations.

***NOTE:*** *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

**UNUSUALLY ARDUOUS SEA DUTY.** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

***Effective 13 September 2002***

**WEIGHT ADDITIVE.** *See HOUSEHOLD GOODS-WEIGHT ADDITIVE.*

**YEARS OF SERVICE.** Any service authorized to be credited in computation of basic pay under 37 USC §205.

## APPENDIX A

## PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AO	Authorizing/Order-Issuing Official
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II ( <i>replaced BAQ effective 1 January 1998</i> )
BAH	Basic Allowance for Housing ( <i>formerly BAQ plus VHA</i> )
BAS	Basic Allowance for Subsistence
CBA	Centrally-billed Account
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FAST	Federal Automated System for Travel
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing ( <i>replaced FSA-I effective 1 January 1998</i> )
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GARS	Government Administrative Rate Supplement
GMR	Government Meal Rate
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
*HHS	Health and Human Services
HOR	Home of Record
HOS	Home of Selection

HP	Homeport
IADT	Initial Active Duty for Training
IBA	Individually-billed Account
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITA	Invitational Travel Authorization
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument
LPQ	Living Pattern Questionnaire
LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-in Housing Allowance
MILAIR	Military Aircraft
MOU	Memorandum of Understanding
MRE	Meal-Ready-To-Eat
MSC	Military Sealift Command
NOAA	National Oceanic and Atmospheric Administration ( <i>Same as USNOAA</i> )
NTS	Non-temporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment ( <i>also referred to as PRO-Gear</i> )
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PEB	Physical Evaluation Board
PHS	Public Health Service ( <i>Same as USPHS</i> )
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear ( <i>also referred to as PBP&amp;E</i> )
RDD	Required Delivery Date
RPDCI	Retail Price Data Collection Instrument

SDDC	(Military) Surface Deployment and Distribution Command
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSN	Social Security Number
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations
U.S.	United States
USC	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration ( <i>Same as NOAA</i> )
USPHS	United States Public Health Service ( <i>Same as PHS</i> )
VA	Department of Veterans Affairs
*VAMC	Veterans Affairs Medical Center
VPC	Vehicle Processing Center

**APPENDIX B****OCONUS MAXIMUM PER DIEM RATES**

*For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at:*

<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>

**APPENDIX C**

**RESERVED**



**APPENDIX D****CONUS MAXIMUM PER DIEM RATES**

*For current per diem rates, please see the Per Diem, Travel and Transportation Allowance Committee website at:*

<https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>

## APPENDIX E

### INVITATIONAL TRAVEL AUTHORIZATIONS

***JFTR NOTE:*** Travel and transportation allowances under Invitational Travel Authorizations are prescribed in JTR, Appendix E, for the DoD Services and in agency regulations for non-DoD Services. The Invitational Travel Authorization provisions in JTR, Appendix E, are reproduced in JFTR, Appendix E, for convenience. See Part I, Invitation to Travel, paragraph D, for information concerning travel by a contractor and a contractor's employees.

#### **PART I: INVITATION TO TRAVEL**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
A.	To Whom and When Invitational Travel is Applicable
B.	Restrictions
C.	Allowance Expenses
D.	Travel of Government Contractor's/Contractor Employees
E.	Availability of Government Travel and Transportation Contract Fares or Prices to Government Contractors

#### **PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION**

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## PART I: INVITATION TO TRAVEL

### A. To Whom and when Invitational Travel is Applicable

#### 1. Invitational travel is the term applied to authorize travel of individuals:

- a. Not employed by the Government,
- b. Employed (under 5 USC §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or
- c. Serving without pay or at \$1 a year

#### ***Effective 18 January 2005***

\*when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by item A2m of this paragraph for spouse invitational travel.

#### 2. Invitational travel may be authorized by use of an ITA when:

- a. It is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;
- c. An individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; ***(ITAs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976))***;
- d. An individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C-5);
- e. An individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
- f. An individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;
- g. An individual is authorized pre-employment interview travel under JTR, par. C6200;
- h. Individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;

i. A witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;

j. An individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832;

k. Attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, 28 February 1974);

l. When an individual is an attendant for a/an:

(1) Disabled employee on official travel (56 Comp. Gen. 661 (1977)); or

(2) Employee who interrupts TDY because of incapacitated illness or injury (JTR, par. C6454); and the employee is incapable of traveling alone;

***Effective 18 January 2005***

\*m. Travel is for a family member and all pertinent conditions in items (1) through (5) are met before allowances are authorized/approved:

(1) The AO determines that a dependent may travel with the sponsor, at Government expense, to attend an unquestionably official function in which the dependent participates in an official capacity, or the travel is of national interest because of a diplomatic or public relations benefit to the U.S. Participation ordinarily is limited to spouses and is representational in nature.

(2) Travel is allowed on a mission noninterference basis only, and must be supported with ITAs that ordinarily authorize reimbursement of only transportation costs.

(3) The AO may authorize/approve transportation, per diem and/or other actual expense allowances if the individual's travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role.

(4) Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel. This authority does not constitute blanket approval authority.

(5) AOs for all other travel under this item are the:

(a) Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD;

- (b) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff;
- (c) Commanders of Combatant Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***);
- (d) Secretaries of the Military Departments, or their designees, for requests from their staffs;
- (e) Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.).

An ITA issued under the authority of this item, that authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: ***“This travel authorization authorizes the dependent to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled”***;

- n. A determination is made using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or designated representative for personnel assigned to the Joint Staff and Combatant commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991)); or
- o. Travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations;

***Effective 1 January 2003***

- p. Travel allowances are authorized for Defense Personnel of Developing Countries in accordance with JFTR, par. U7970; ***NOTE: The ITA should state “JFTR vice JTR allowances are used.”***

***Effective 1 January 2003***

- q. A Coalition Liaison Officer from a developing country is authorized travel and transportation allowances in accordance with JFTR, par. U7980. ***NOTE: The ITA should state “JFTR vice JTR allowances are used.”***

B. Restrictions. Invitational travel must not be authorized for:

1. Non-appropriated fund officials or employees traveling on non-appropriated fund business;
2. Contractor employees (except as provided in par. D);
3. Transportation of dependents and/or HHG or other property of individuals for whom ITAs are issued;

4. Either of the following:

- a. Federal Government employees; or
- b. Uniformed Services members, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY travel authorizations unless authorized pre-employment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, 29 September 1986)). An employee/member may be included on an ITA issued to a patient when traveling as a non-medical attendant.

C. Allowance Expenses

1. General. An ITA provides for travel and transportation of an individual from the business place or home to the place where that individual's services are required, and return to the origin point.

2. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in JTR, Chapter 2 as appropriate to mission requirements.

3. Witness at a Military Court martial. A person not in the Government's employ, when called as a witness before a military court martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 USC §832; see par. A-10), is authorized travel and transportation allowances under Service administrative regulations.

4. Participants in Annual National Matches Sponsored under 10 USC §4312. Title 10, USC §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITAs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITA issued to each competitor.

5. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony, an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided the:

- a. Travel and transportation is authorized by the head of the DoD component concerned or designee; and,
- b. Individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in this paragraph is intended to cover instances, in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the ceremony site but different from the award winner's location. The DoD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony (including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

6. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. See JTR, par. C7005 and JFTR, par. U5243-D.

7. Travel and Transportation for Funeral Honors Detail. A person not in the Government employ, who participates in funeral honors detail for a veteran (see 10 USC §1491), may be authorized transportation or transportation reimbursement and expenses. The transportation mode used should be the least costly mode available that adequately meets the needs of the detail. ***Actual expenses, and not a mileage allowance, may be paid when a POC is the authorized mode.*** Reimbursement for POC actual expenses is limited to: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for miscellaneous expenses in par. C1410 may be authorized/approved.

D. Travel of Government Contractor's/Contractor Employees. Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) § 31.205-46, available at <http://www.arnet.gov/far/pdf/frame.html>. ITAs may not be used to authorize travel and transportation for Government contractors/contractor employees. Government contractors and contractor employees are not Government employees and are not eligible under any circumstances for city-pair airfares (see Appendix P) or any travel-related items restricted to Government employees. See par. E below for availability of contract fares and prices to Government contractors. Individuals providing a service under a contract with the Government should be provided a "Contractor Letter of Identification" described in par. E-8.

E. Availability of Government Travel and Transportation Contract Fares or Prices to Government Contractors. Individual contracts or agreements between GSA and the vendors determine whether or not contractors are eligible to utilize the travel cost saving programs. ***Contract city-pair fares must not be provided to or used by Government contractors.***

1. Contractor(s) means contractors working:

a. Under a cost reimbursement contract; and

b. For the Government at specific sites under special arrangements with the contracting agency, and that are wholly Federally funded (e.g., Government-owned, contractor operated, federally funded research and development, or management and operating contracts).

2. Contract Air Passenger Transportation Practices. Use of GSA contract air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation (DoD 4500.9-R), Part I, Chapter 103. ***As of 1 October 1998, under GSA's contracts for air passenger transportation services, contractors are not eligible to use GSA's contract city-pair fares. ITAs must not be issued for Contractors at the Government contract fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare.*** For more information contact:

Services Acquisition Center (FCXB)  
Federal Supply Service  
General Services Administration  
Washington, DC 20406  
(703) 305-7261

3. Discount Rail Service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8).

4. Discount Hotel/Motel Practices. Several thousand lodging providers extend discount-lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (see subpar. 8). For more information contact:

GSA Travel and Transportation (9FBT-1)  
450 Golden Gate Avenue, 4<sup>th</sup> Floor W  
San Francisco, CA 94102  
(415) 522-4671

***Effective 12 July 2004***

\*5. DoD Car Rental Practices. DoD's Military Surface Deployment and Distribution Command (SDDC) negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting DoD component (see par. 8). For more information contact:

***Effective 12 July 2004***

\*Commander, Military Surface Deployment and Distribution Command  
ATTN: SDDC-IP  
Hoffman Building II, Room 10S67  
200 Stovall Street  
Alexandria, VA 22332-5000  
(703) 428-3270/1, DSN (312) 328-3270/1  
Complaints/Discrepancies/Claims (703) 428-3008

or see the SDDC website at <http://www.sddc.army.mil>.

6. Vendor Requirements. The entity providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing DoD component's contracting officer. Paragraph 8 illustrates a standard letter of identification to request eligible Government contractors' use of and/or transportation discounts negotiated by the Government, where available.

7. DoD Component Responsibilities. DoD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DoD's (Contracted) Commercial Travel Offices (CTOs) have this information.



All DoD components should circulate this information to contracting officers and to Government authorized contractors, where applicable. For more information contact:

Renita Townsend Nowlin  
Service Acquisition Center  
Service Contracts Division (FCXB)  
Crystal Mall #4, Room 506  
Washington, DC 20406  
(703) 305-7640

8. Contractor Letter of Identification. DoD components should furnish Government contractors with the following identification letter, for presentation to AMTRAK, hotel/motel, car rental firms and/or use of DoD facilities (when permitted) upon request. It should be noted, however, that the vendors are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government.

***Letters of identification/introduction must not contain any accounting information/data or in any way be made to resemble an official travel authorization.***

#### OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT:OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a Government contract number (CONTRACT NUMBER) with this agency. ***Government contractors and Government contractor employees are not eligible for Government Contract City Pair airfares.*** During the period of the contract (GIVE DATES), AMTRAK, hotels/motels and rental car companies may elect to provide transportation, lodging and rental cars to contractors and contractor employees at discounted rates specified for Government employees in Government contracts and/or agreements. AMTRAK, hotels/motels and rental car companies, however, are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government.

SIGNATURE, Title and telephone number of Contracting Officer

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**\*PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION**

The sample format below may be used as a guide (for all Services) to prepare an ITA. *Use of the sample format is not mandatory.*

**INVITATIONAL TRAVEL AUTHORIZATION**

Name \_\_\_\_\_ TRAVEL AUTHORIZATION NUMBER \_\_\_\_\_

Address \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

You are invited to depart from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_ (Date)

for the purpose of \_\_\_\_\_

for approximately \_\_\_\_\_ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus  
See below for travel by Privately-Owned Conveyance

☐ The authorizing/order-issuing agent has arranged Transportation.

☐ Transportation tickets are included with this authorization.

☐ Transportation tickets shall be provided at a later date

***NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.***

☐ To arrange transportation call: (\_\_\_\_) \_\_\_\_\_

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the Government's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does

not permit the CTO to arrange transportation for travelers who are not Government employees, reimbursement for transportation may not exceed the least expensive coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) Accommodations selected must be the least costly unrestricted service that permits satisfactory accomplishment of the traveler's mission, and
- (b) U.S. carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; *otherwise reimbursement for the cost of transportation is not allowed.*

***Effective 4 February 2005***

☐ You are authorized to travel by privately owned conveyance (POC) as advantageous to the Government. Reimbursement is at the rate of \$0.405 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel authorization.

☐ You are authorized to travel by privately owned conveyance (POC) on a constructed basis. You would normally be authorized to travel by common carrier. Reimbursement is limited to the transportation cost by the usual common carrier mode, including per diem.

**Receipts:** Ticket stubs/itinerary copies are required to substantiate your transportation cost. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

☐ You are paid a per diem allowance to cover your expenses for lodging, meals, and incidental expenses. Room taxes at locations in the 50 states, District of Columbia, U.S. territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed separately. Room taxes in foreign areas are included in the total lodging cost and are not reimbursed separately. While traveling in connection with this Invitational Travel Authorization, you are authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses. That amount is limited to the applicable maximum amount prescribed on the Per Diem Committee homepage: <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, only the maximum per diem rate is payable. (See JTR, Chapter 4, Part L, for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You are to be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and places at which meals are taken; and other necessary expenses. You are to be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned as indicated below. (See JTR, Chapter 4, Part M, for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

***NOTE:*** The cost you incur during travel (not before leaving or after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within the contiguous 48 states and the District of Columbia and requires at least 4 consecutive nights lodging while on Government travel. There no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is in any other place. Those costs (in the other places) are part of the per diem/AEA allowance when travel is outside the 48 contiguous states and the District of Columbia.

The JTR is available at <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>. Address any inquiries regarding this travel to: \_\_\_\_\_

The travel authorized in this travel authorization is in the public interest, and is chargeable to: \_\_\_\_\_

## **APPENDIX F**

### **CONSUMABLE GOODS ALLOWANCES**

#### **PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES**

#### **PART II: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE**

## APPENDIX F

## CONSUMABLE GOODS ALLOWANCES

## PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A **member**, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year.\* (*i.e., 12-month tour–1,250 lbs; 18-month tour – 1,875 lbs, etc.*)

A **civilian employee**, assigned to a PDS in an area listed below, is authorized to ship up to 1,250 pounds of suitable consumable goods per tour-year.\* (*i.e., 12-month tour– 1,250 lbs; 18-month tour– 1,875 lbs, etc.*) This allowance is in addition to the 4,500 pounds weight allowance authorized in JTR, par. C5156. ***In no event may the total weight of HHG shipped and/or stored at Government expense exceed 18,000 pounds. The 18,000 pounds includes the weight of HHG shipped at Government expense, consumable goods shipments, and the weight of HHG stored.***

***Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event may the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.***

LOCATIONS		
Afghanistan, Kabul	Eritrea, Asmara	Niger, Niamey
Albania, Tirana	Estonia	Nigeria, Lagos
Algeria, Algiers	Ethiopia, Addis Ababa	Norway, Bodo
Angola, Luanda	Gabon, Libreville	Oman, Muscat
Armenia, Yerevan	Georgia, Tbilisi	Pakistan, Islamabad Quetta
Azerbaijan, Baku	Ghana, Accra	Philippines, Manila
Bangladesh, Dhaka	Guinea, Conakry	Poland, Warsaw
Belarus, Minsk	Guyana, Georgetown	Romania, Bucharest
Bolivia, La Paz	Haiti	Russia, Moscow St. Petersburg
Bosnia & Herzegovina, Federation of	India, Calcutta *Chennai (Eff 18 May 2004) *Mumbai (Eff 18 May 2004) New Delhi	Rwanda, Kigali
Botswana	Indonesia	Senegal

Bulgaria, Sofia	Kazakhstan, Almaty (Alma-Ata) *Astana (Aqmola) (Eff 2 March 2004)	Serbia & Montenegro, Republics of Belgrade
Burkina, Ouagadougou	Kenya	Sierra Leone, Freetown
Burma, Rangoon	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Burundi, Bujumbura	Laos	Sri Lanka, Colombo
Cambodia, Phnom Penh	Latvia, Riga	Sudan, Khartoum
Cameroon, Yaounde	Liberia, Monrovia	Suriname, Paramaribo
Central African Republic, Bangui	Lithuania, Vilnius	Syria, Damascus
Chad, N'Djamena	Macedonia, The Former Yugoslav Republic of, Skopje	Togo, Lome
China, Beijing Shanghai	Madagascar, Antananarivo	Turkmenistan, Ashkhabat
Congo, Democratic Republic of the Kinshasa	Malawi, Lilongwe	Uganda, Kampala
Congo, Republic of the Brazzaville	Mali, Bamako	Ukraine, Kiev
Cote d'Ivoire, Abidjan	Mauritania, Nouakchott	Uzbekistan, Tashkent
Cuba, Havana	Mongolia, Ulaanbaatar	Vietnam
Cyprus, Nicosia	Moldova	Yemen, Sanaa
Djibouti	Mozambique, Maputo	Zambia, Lusaka
*East Timor ( <i>Effective 7 Oct 2002</i> )	Nepal, Kathmandu	Zimbabwe
Ecuador, Quito	Nicaragua, Managua	

**APPENDIX F****CONSUMABLE GOODS ALLOWANCES****PART II: CRITERIA FOR ESTABLISHING A CONSUMABLE GOODS ALLOWANCE**

A. The senior officer, in the area concerned, may submit a justified request for the area to be designated as an OCONUS location to which consumable goods may be shipped. The justified request is sent through the appropriate organizational channels to the following for approval:

Per Diem, Travel and Transportation Allowance Committee  
Attn: T&T Branch  
Hoffman Building I, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

B. The request must address the following questions:

1. How many members and DOD employees serve in the area?
2. Are State Department employees authorized a consumable goods shipment to the area?
3. What types of consumable goods are unavailable locally? Please include foodstuffs, household and personal items.
4. Is the quality of consumable goods available locally equivalent to the American counterpart?  
If not, explain.
5. What factors contribute to the lack of a reliable local source of adequate, necessary consumable goods? Are those factors likely to improve in the foreseeable future?
6. Do locally available fresh foods require preparation far different from the American counterpart of those foods?  
If so, explain.
7. Why do members/employees prefer/need to eat canned/dried/processed vegetables and produce versus locally available items?
8. Do food shortages require members/employees to wait in line for items for long periods?



9. Does State Department have a commissary or food locker/co-op at the station? If so:
- a. What is the space and storage capacity of the facility?
  - b. What variety of items are available?
  - c. How often is it restocked?
  - d. Can members/employees place bulk orders for consumable goods through the facility?
  - e. How often are bulk orders placed?
  - f. Are the bulk orders received on time?
10. Who is the POC for this request? Please include *commercial* phone and fax numbers, and email address, if available.

***NOTE: The high price of consumable goods in an area is not a factor in deciding whether or not to establish a consumable goods allowance. COLA is designed to offset a high cost of living at an OCONUS PDS.***

**APPENDIX G**

**RESERVED**

## **APPENDIX H**

### **TRAVEL PURPOSE IDENTIFIERS AND PREMIUM CLASS TRANSPORTATION**

#### **PART 1: Travel Purpose Identifiers**

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#### **PART 2A: Reporting Data Elements and Procedures Format**

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#### **PART 2B: First-Class Air Accommodations Codes**

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#### **PART 2C: First-Class Decisions Support Tool**

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#### **PART 3A: Business-Class Air Accommodations Codes**

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#### **PART 3B: Business-Class Decisions Support Tool**

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#### **PART 4A: Premium-Class Accommodations for Disability or Other Special Medical Needs Reasons**

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#### **PART 4B: Reserved**

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#### **PART 4C: Reserved**

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#### **PART 4D: Reserved**

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#### **PART 4E: Reserved**

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#### **PART 4F: Premium-Class Accommodations Determination Format**

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*Effective 16 August 2004***\*APPENDIX H****\*PART I****TRAVEL PURPOSE IDENTIFIERS**

<b>Travel Purpose Identifier Codes</b>	<b>Purpose</b>
0. Site Visit	Personally perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance) at a particular location.
1. Information Meeting	To attend meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, the entire trip is for a site visit (See 0 above.).
2. Training Attendance	To receive training.
3. Speech or Presentation	To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
4. Conference Attendance	To attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
5. Relocation	Transfer from one PDS to another (same as a PCS move.) This includes new appointees/persons ordered to active duty when authorized relocation allowances for reporting to the first duty station.
6. Between Tours Travel	Travel and transportation authorizations for which an employee/uniformed member and/or dependent(s) may be eligible while serving at an OCONUS duty station; e.g., RAT or COT/IPCOT travel for the purpose of taking leave between OCONUS tours of duty; educational travel, etc. This travel is ordinarily performed in conjunction with travel resulting from a permanent change of station assignment or renewal of a tour of duty at OCONUS duty stations.
7. Special Mission Travel	To carry out a special agency mission (e.g., non-combat military units); provide security to a person or shipment (such as diplomatic pouch); move witnesses between locations; travel by Federal beneficiaries and other non-employees.

8. Emergency Travel	To return a traveler from a temporary duty assignment location at Government expense to the designated post of duty or home, or other alternate location, where the travel would ordinarily be present to take care of the emergency situation if the Government had not directed or assigned the traveler to another location to perform official business. In the case of a uniformed member, the provisions of JFTR, par. U7205 or U7206, and for civilian employees JTR, Chapter 6, Part O, which are far more extensive, would apply.
9. Other Travel	All travel performed for reasons (purposes) not shown in one of the other nine categories listed above. Even though stated as “other travel,” the travel order/authorization must also detail the specific purpose.

Effective 16 August 2004

**\*PART II**

**SECTION A**

**REPORTING DATA ELEMENTS AND PROCEDURES FORMAT**

***PREMIUM-CLASS TRAVEL REPORTING DATA ELEMENTS AND PROCEDURES***

1. **Traveler's Name** (Last/First/MI; e.g., Smith, John. Q.): \_\_\_\_\_  
and **Sponsor's Name** (if applicable) \_\_\_\_\_
2. **Traveler's Rank/Grade** (e.g., O-7, E-6, GS-14, Civ): \_\_\_\_\_  
and **Sponsor's Rank/Grade** (if applicable) \_\_\_\_\_
3. **Last 4 SSN** (Last 4 digits of traveler's Social Security Number) \_\_\_\_\_  
and **Sponsor's Last 4 SSN** (if applicable) \_\_\_\_\_
4. **Service/Agency** of traveler (e.g., U.S. Army, DIA): \_\_\_\_\_
5. **Organization** of traveler (e.g., 434 ARW/FMF): \_\_\_\_\_
6. **Work Phone** (Comm and DSN (both with area codes): \_\_\_\_\_
7. **Email Address**: \_\_\_\_\_
8. **Mode** (Airplane, Ship or Train)  
    0 = Air  
    1 = Ship  
    2 = Train
9. **Travel Purpose** (See Appendix H, Part I.) **NOTE:** These codes are a means to categorize a particular trip; they do not in any way convey authorization to use premium-class accommodations  
    0 = Site Visit  
    1 = Information Meeting  
    2 = Training  
    3 = Speech/Presentation  
    4 = Conference  
    5 = Relocation  
    6 = Between Tours Travel  
    7 = Special Mission Travel  
    8 = Emergency Travel  
    9 = Other
10. **Origin** Location at which premium-class accommodations segment starts (e.g., Washington, D.C.) \_\_\_\_\_  
(Other) Origin: \_\_\_\_\_
11. **Destination** (Location at which premium-class accommodations ends (e.g., London, U.K.)) \_\_\_\_\_  
(Other) Origin: \_\_\_\_\_

**NOTE:** For multiple stops on a single trip:

a) If the entire roundtrip is by premium-class, list the origin and each destination on one line (e.g., Washington to Tokyo to Honolulu to Washington all performed premium-class. List Washington under Origin and list "Tokyo/Honolulu/Washington" under Destination column. Only the date travel is to begin from Washington is listed.)

*b) If some legs are premium-class and others are not, then report each leg involving premium-class on a separate line with the appropriate origin/destination for that leg and the date travel is to begin for that leg (e.g., Washington to Paris to Guam to Tokyo to Honolulu to Washington. Only Washington to Paris and Tokyo to Honolulu are premium-class; the other legs are coach-class. List the Washington to Paris information on one line and the Tokyo to Honolulu information on another line with departure dates and cost for each premium-class trip leg listed separately.*

12. **Date Travel to Begin** (YYYYMMDD; e.g., 20040313 for 13 Mar 04): \_\_\_\_\_
13. **Fare Paid** for premium-class accommodations (nearest dollar): \$ \_\_\_\_\_
14. **Coach Fare** amount leg would cost if coach class used (nearest dollar): \$ \_\_\_\_\_
15. **Ticket Issuing Location** (Name and Location of (Contracted) Commercial Travel Office (CTO)): \_\_\_\_\_
16. **Approval reason code** and **JTR/JFTR par.** justification reference:  
Approval Code: (e.g., B2) \_\_\_\_\_ Par. Reference: (e.g., JTR, par. C2204-B3b) \_\_\_\_\_  
(First-class see Part II, Section B; Business-class see Part III, Section A of Appendix H)
17. **Approval Authority** of Premium-class Accommodations (i.e., title) \_\_\_\_\_

*Effective 16 August 2004*

**\*PART II**

**SECTION B**

**FIRST-CLASS AIR ACCOMMODATIONS CODES**

*(See JTR, pars. C2204-B3 and C6505; JFTR, pars. U3125-B3 and U7755)*

**APPROVAL CODE/REFERENCE/REASON**

<b>APPROVAL CODE</b>	<b>JTR &amp; JFTR PARAGRAPH REFERENCE</b>	<b>REASON FOR TRAVEL</b>
F1	JTR, par. C2204-B3a or JFTR, par. U3125-B3a	Lower Class Not Available in Time
F2	JTR, par. C2204-B3b or JFTR, par. U3125-B3b	Medical
F3	JTR, par. C2204-B3c or JFTR, par. U3125-B3c	Security
F4	JTR, par. C2204-B3d or JFTR, par. U3125-B3d	Mission
F5	JTR, par. C2204-B3e or JFTR, par. U3125-B3e	Only first class provided
F6*	JTR, par. C2204-B3f* or JFTR, par. U3125-B3f*	Non-Federal source*
FC	JTR, par. C6505 or JFTR, par. U7755	Congressional Travel

*\*One of the first 5 reasons (F1 through F5) must also apply.*



*Effective 16 August 2004*

## PART II

### SECTION C

#### FIRST-CLASS DECISION SUPPORT TOOL

*Effective March 1, 2004, authorization/approval authority for premium-class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult service/agency regulations or directives for the current first-class AO.*

First-class accommodations requests.

Is the request for first-class accommodations because lower-class accommodations are not reasonably available (F1)?

**No** - *First-class accommodations must not be authorized/approved.*

**Yes** - Are accommodations, other than first-class, available on an airline scheduled to leave within 24 hours before the traveler's proposed departure time, or scheduled to arrive up to 24 hours before the traveler's proposed arrival time?

**Yes** - Would traveler arrive later than the **required** reporting time at the duty site?

**Yes** - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

**Yes** - *First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.*

**No** - First-class accommodations **may** be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can arrive earlier, etc.

**No** - Would the traveler be **required** to depart earlier than the traveler is scheduled to complete duty?

**Yes** - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

**Yes** - *First-class accommodations for these travel-types must not be authorized/approved since arrival time/reporting time in these cases is not mission critical.*

**No** - First-class **may** be authorized/approved for the return portion of the trip, considering when the TDY trip was identified, when travel reservations were made, whether or not the traveler can delay departure, etc.

Is the request for first-class accommodations because of medical reasons (F2)?

**No** - *First-class accommodations must not be authorized/approved.*

**Yes** - Has competent medical authority certified sufficient justification/documentation that the disability or other special medical needs exists and the medical condition necessitates first-class accommodations?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - Can lower-cost economy accommodations (e.g., ‘bulk-head’ seating, or providing two economy seats or a business-class seat or shorter flights) meet the traveler’s requirements?

***Yes - First-class accommodations must not be authorized/approved.***

**No** - First-class accommodations **may** be authorized/approved.

Is the request for first-class accommodations due to exceptional security circumstances (F3)?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - Would use of other than first-class accommodations entail danger to the traveler’s life or Government property?

**Yes** - First-class accommodations **may** be authorized/approved.

**No** - Are travelers agents of protective details accompanying individuals authorized to use first-class accommodations?

**Yes** - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - First-class accommodations **may** be authorized/approved.

**No** - Are travelers, couriers or control officers accompanying controlled pouches or packages?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - Can adequate security of the pouch or package be maintained in coach-or business-class?

***Yes - First-class accommodations must not be authorized/approved.***

**No** - First-class accommodations **may** be authorized/approved.

Is the request for first-class accommodations mission required (F4)?

***No - First-class accommodations must not be authorized/approved.***

***Effective 18 January 2005***

**\*Yes** - Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>))?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - Is the traveler a high-level invited guest?

***No - First-class accommodations must not be authorized/approved.***

***Effective 18 January 2005***

**Yes** - First-class accommodations *may* be authorized/approved. ***For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.***

Is the request for first-class accommodations that the regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations (F5)?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - Has the transportation officer/agent documented that there are no other scheduled coach or business-class flights/seats?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - First-class accommodations *may* be authorized/approved.

Is the request for first-class accommodations because a non-Federal source is paying (F6)?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - Does the non-Federal source want the traveler to use first-class accommodations and has the traveler met at least one of the other first-class accommodations criteria (F1 through F5)?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - Have the transportation services been paid in advance by a non-federal source?

***No - First-class accommodations must not be authorized/approved.***

**Yes** - First-class accommodations *may* be authorized/approved.

\*Is the request for first-class accommodations for a member/employee traveling in support of congressional travel? (FC)

***No - First-class accommodations must not be authorized/approved.***

**Yes** - An approval authority must sign a separate and distinct authorization form for issuance of a premium-class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

*Effective 16 August 2004*

**\*PART III**

**SECTION A**

**BUSINESS-CLASS AIR ACCOMMODATIONS CODES**

*(See JTR, pars. C2204-B4 and C6505; JFTR, pars. U3125-B4 and U7755)*

**Approval Code/Reference/Reason**

<b>APPROVAL CODE</b>	<b>PARAGRAPH REFERENCE</b>	<b>REASON FOR TRAVEL</b>
B1	JTR, par. C2204-B4a or JFTR, par. U3125-B4a	Lower Class Not Available in Time
B2	JTR, par. C2204-B4b or JFTR, par. U3125-B4b	Medical
B3	JTR, par. C2204-B4c or JFTR, par. U3125-B4c	Security
B4	JTR, par. C2204-B4d or JFTR, par. U3125-B4d	Mission
B5	JTR, par. C2204-B4e or JFTR, par. U3125-B4e	Only business class provided
B6*	JTR, par. C2204-B4f* or JFTR, par. U3125-B4f	Non-Federal source*
B7	JTR, par. C2204-B4g or JFTR, par. U3125-B4g	Foreign flag coach not adequate
B8	JTR, par. C2204-B4h or JFTR, par. U3125-B4h	Overall savings
B9	JTR, par. C2204-B4i or JFTR, par. U3125-B4i	Over 14 hours
BC	JTR, par. C6505 or JFTR, par. U7755	Congressional Travel

\*For business-class accommodations, this is a 'stand-alone' reason.

*Effective 16 August 2004*

### **PART III**

### **SECTION B**

### **BUSINESS-CLASS DECISION SUPPORT TOOL**

*Effective March 1, 2004, approval authority for premium-class accommodations was changed to the senior official level with specific delegations required for authority below that level. Consult Service/agency regulations or directives for the current business-class AOs.*

Business-class accommodations requests.

Is the request for business-class accommodations because there are no coach-class accommodations on any scheduled flight in time to accomplish the official (TDY) travel purpose/mission (B1)?

**No - Business-class accommodations must not be authorized/approved.**

**Yes -** Is the mission so urgent that it cannot be postponed?

**No - Business-class accommodations must not be authorized/approved.**

**Yes -** Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation?

**Yes - Business-class accommodations must not be authorized/approved since arrival time/reporting time in these cases is not mission-critical.**

**No -** Business-class accommodations *may* be authorized/approved for the trip's departure, considering when the TDY trip was identified and travel reservations were made, whether traveler can arrive even earlier, etc. Coach accommodations should be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.

Is the request for business-class accommodations because of medical reasons (B2)?

**No - Business-class accommodations must not be authorized/approved.**

**Yes -** Has competent medical authority certified sufficient justification/documentation that the disability or other special medical need exists and the medical condition necessitates business-class accommodations?

**No - Business-class accommodations must not be authorized/approved.**

**Yes -** Can lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats or shorter flights) meet the traveler's requirements?

**Yes - Business-class accommodations must not be authorized/approved.**

**No -** Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations due to exceptional security circumstances (B3)?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Would use of other than business-class accommodations entail danger to the traveler's life or Government property?

**Yes** - Business-class accommodations **may** be authorized/approved.

**No** - Are travelers agents of protective details accompanying individuals authorized to use business-class accommodations?

**Yes** - Are travelers required while traveling to remain in the immediate area of the individuals they are protecting?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Business-class accommodations **may** be authorized/approved.

**No** - Are travelers, couriers or control officers accompanying controlled pouches or packages?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Can adequate security of the pouch or package be maintained in coach-class?

***Yes - Business-class accommodations must not be authorized/approved.***

**No** - Business-class accommodations **may** be authorized/approved.

Is the request for business-class accommodations mission required (B4)?

***No - Business-class accommodations must not be authorized/approved.***

***Effective 18 January 2005***

**Yes** - Is travel in connection with Federal Advisory Committees (5 USC app. (<http://www.usdoj.gov/04foia/facastat.pdf>))?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Is the traveler a high-level invited guest?

***No - Business-class accommodations must not be authorized/approved.***

***Effective 18 January 2005***

**Yes** - First-class accommodations **may** be authorized/approved. For DoD, the Director, Administration and Management, Office of the Secretary of Defense, or the Director's designee is the only authorization/approval authority.

Is the request for business-class accommodations because the regularly scheduled flights between the authorized origin and destination (including connection points) provide only business-class accommodations (B5)?

***No – Business-class accommodations must not be authorized/approved.***

**Yes** - Has the transportation officer/agent documented that no other scheduled coach-class flights are available?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations because a non-Federal source is paying (B6)?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Does the non-Federal source want the traveler to use business-class accommodations?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Have the transportation services been paid in advance by a non-federal source?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations because coach-class accommodations on foreign carriers do not provide adequate sanitation or meet health standards (B7)?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Has foreign flag service use been authorized/approved in accordance with the Fly America Act?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Does the aircraft have more than two cabins?

***No – Business-class accommodations must not be authorized/approved. NOTE: The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.***

**Yes** - Business-class accommodations ***may*** be authorized/approved.

Is the request for business-class accommodations because business-class accommodations would result in an overall savings to the Government (B8)?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Is this based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Is there an actual cost-comparison showing the overall savings details?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Does the aircraft have more than two cabins?

***No - Business-class accommodations must not be authorized/approved. NOTE: The front cabin is first-class (making first-class criteria applicable) regardless of what class the airline calls it.***

**Yes** - Business-class accommodations *may* be authorized/approved.

Is the request for business-class accommodations because the scheduled flight time is in excess of 14 hours (B9)?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS including scheduled non-overnight time spent at airports during plane changes more than 14 hours?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Does the traveler have to begin work immediately after arrival?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Can a rest period be scheduled en route or at the TDY site before starting work?

***Yes - Business-class accommodations must not be authorized/approved.***

**No** - Is the TDY purpose/mission so urgent that it cannot be delayed or postponed?

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - Is the travel for PCS, RAT/COT/IPCOT, leave, emergency leave, R&R, FEML, or evacuation or any transportation other than TDY?

***Yes - Business-class accommodations for these types travel must not be authorized/approved.***

**No** - Business-class accommodations *may* be authorized/approved for the departure portion of the trip, considering when the TDY trip was identified, when travel reservations were made, etc. Coach accommodations are to be used for the return flight if the return flight is not critical and the traveler can rest before reporting back to work.



\*Is the request for business-class accommodations for a member/employee traveling in support of congressional travel? (BC)

***No - Business-class accommodations must not be authorized/approved.***

**Yes** - An approval authority must sign a separate and distinct authorization form for issuance of a business-class ticket even when the authorization comes from the Chairman of the Congressional Committee or Leadership/Speaker of the House.

*Effective 16 August 2004*

**\*PART IV**

**SECTION A**

**PREMIUM-CLASS ACCOMMODATIONS FOR DISABILITY OR OTHER SPECIAL MEDICAL NEEDS REASONS**

It is Department of Defense policy (See JTR, par. C2000-A2c and JFTR, par. U2000-A2c.) that premium-class travel accommodations, due to a disability or other special medical needs, be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc.). The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the premium-class AO in advance of travel. This requirement is in the JTR and JFTR. Certifications validating the disability or other special medical need remain in effect for a period up to six months or the duration of the disability or special need, whichever is shorter. Disabilities or special medical needs described as permanent require review and renewal on an annual basis by a physician.

Travelers who request premium-class accommodations due to disability or other special medical need should request authorization well in advance of anticipated travel to ensure there is sufficient time to obtain required premium-class authorization prior to travel. *If extenuating circumstances or emergency situations prevent advance authorization, the traveler must obtain written approval from the appropriate premium-class AO within 7 days of travel completion. Failure to receive the appropriate authorization/approval for premium-class transportation either before or after travel may result in the traveler being financially liable for costs over the coach-class fare.*

**PART IV**

**SECTION B**

**RESERVED**

**PART IV**

**SECTION C**

**RESERVED**

**PART IV**

**SECTION D**

**RESERVED**

**PART IV**

**SECTION E**

**RESERVED**

*Effective 16 August 2004*

**\*PART IV**

**SECTION F**

**PREMIUM-CLASS ACCOMMODATIONS DETERMINATION FORMAT**

The request for first/business -class accommodations for (enter full name of traveler)

\_\_\_\_\_ is authorized/approved/disapproved.

\_\_\_\_\_  
Type Full Name, Rank and Office Symbol of  
Premium-class AO

Date\_\_\_\_\_

\_\_\_\_\_  
Premium-class Authorizing/Approving Signature

**APPENDIX I**

**RESERVED**



**APPENDIX J**  
**COST-OF-LIVING ALLOWANCE (COLA)**

**PART I: Introduction**

---

<b><u>Par.</u></b>	<b><u>Contents</u></b>
A.	Purpose
B.	Surveys
C.	Indexes
D.	Payments
E.	Spendable Income
F.	Required Member Information
G.	Computation Steps
H.	Foreign Currency Exchange Rates
I.	Significant Unique Expenses

**PART II: Cost of Living Allowance Tables**

---

<b><u>Table</u></b>	<b><u>Contents</u></b>
Table I	Annual Compensation for Members With/Without Dependents
Table II	Average Annual Spendable Income
Table III	Cost-of-Living Allowance Index

## APPENDIX J

### COST-OF-LIVING ALLOWANCE (COLA)

#### PART I INTRODUCTION

A. Purpose. A cost-of-living allowance (COLA) is paid to members assigned to high cost OCONUS areas to help them maintain the equivalent purchasing power of their CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. Price comparisons determine the level of COLA needed to equalize purchasing power between CONUS-based members and their OCONUS counterparts. COLA compensates members if the costs of these goods and services are higher in the OCONUS area than they are in CONUS.

B. Surveys. The COLA surveys include the Living Pattern Survey (LPS) and the Retail Price Schedule (RPS). The LPS and the RPS are the two OCONUS surveys conducted which determine OCONUS prices. See Part I, Appendix M for more detailed information about the LPS and RPS data surveys. COLA indexes are determined using the data provided via these two surveys.

1. LPS. The LPS is the individual member survey that:

a. Is ***required*** at least once every three years but may be submitted more frequently (see Appendix M);

b. Determines from where the service members purchase their goods/services, i.e.;

(1) Local market outlets (on the economy); and/or

(2) Commissary/exchange;

c. Determines the purchase percentage from each source (local market and/or commissary/exchange); and

d. Is conducted before the RPS.

2. RPS. The RPS is the market basket survey that:

a. Is ***required*** annually but may be submitted more frequently (see Appendix M),

b. Reports actual prices paid by service members for a goods/services market basket (approximately 120 items) at the OCONUS location, and

c. Includes selected items ordinarily purchased by CONUS-based families and items that are also available in most OCONUS areas.

C. Indexes. The COLA index represents the purchasing power difference between the OCONUS location and a CONUS location. For example, a COLA index of 110 indicates that the prices in the OCONUS area are **overall** 10 percent more expensive than in CONUS. An index of 100 indicates that the **overall** cost of the 120 goods/services is approximately the same at the OCONUS/CONUS locations and no COLA is warranted.

D. Payments. Members' COLA payments are determined using data from three individual sources/tables. The three tables can be accessed on the PDTATAC website at <http://www.dtic.mil/perdiem/allowcol.html> and include:

E. Spendable Income. For COLA purposes, spendable income is that portion of the member's RMC used to purchase items in the RPS. Members receive a COLA payment as a **percentage of, and based on, their spendable incomes**; COLA is **not** based on **total** income. Spendable income differs according to the member's:

1. Grade,
2. Years of service, and
3. Number of dependents.

F. Required Member Information. To determine a COLA, the following member information is required:

1. Grade,
2. Years of service,
3. Number of dependents,
4. Annual compensation - see Part II, Table I,
5. Average annual spendable income - see Part II, Table II, and
6. Member's PDS and COLA index - see Part II, Table III.

G. Computation Steps

1. Determine the member's annual compensation based on grade and years of service (see Part II, Table I).
2. Determine the member's average annual spendable income (see Part II, Table II),
  - a. In column one of the table matrix, locate the dollar range for the appropriate 'Annual Compensation' amount as determined in Step 1 above,
  - b. Follow this dollar range (line) to the right to the applicable column for the number of dependents,
  - c. This number is the member's 'average annual spendable income'.

3. Determine the member's COLA index based on PDS (see Part II, Table III).
4. Subtract 100 from the prescribed COLA index and convert the remainder to a percentage, i.e., a remainder of 20 becomes 20% or .20.
5. Multiply the member's average annual spendable income (determined in Step 2 above) by the percentage from Step 4 above. The result is the member's **annual** COLA. To determine the monthly allowance:
  - a. Divide the annual COLA amount by 360 (days),
  - b. Carry the result to 5 digits to the right of the decimal,
  - c. Multiply the result in item b by the number of days in the month for which the allowance is payable, and
  - d. Round the amount to the nearest cent.

#### COLA CALCULATION EXAMPLE

Effective 1 July 2002, a member in grade E-8 with 22 years service is assigned to an OCONUS PDS. Part II, Table III, Cost-of-Living Allowance Indexes, indicates the prescribed COLA index for this locality is 120. The member is accompanied by a spouse and three children and is entitled to COLA for July (31 days).

1. For an E-8 with 22 years of service, Table I (Annual Compensation Table) indicates the member's annual compensation is \$61,313.
2. Table II (Spensible Income Table) indicates the member's average annual spendable income is \$35,300 (based on the annual compensation amount from Step 1 that falls into the dollar range of \$59,000-\$62,999 and four dependents).
3. The COLA index for member's PDS in Table III (Cost-of-Living Allowance Indexes) is 120.
4. 100 subtracted from the COLA index of 120 (Step 3) leaves a remainder of 20 that converts to a decimal multiplier of .20.
5. Multiply the member's average annual spendable income (\$35,300) determined in Step 2 by the .20 multiplier (Step 4). This results in an annual COLA of \$7,060 ( $.20 \times \$35,300 = \$7,060$ ),
  - a. Divide \$7,060 by 360 (days) with 5 digits to the right of the decimal ( $\$7,060/360 = \$19.61111$ ),
  - b. Multiply the result by the number of days for which the allowance is payable ( $\$19.61111 \times 31 = \$607.94441$ ),
  - c. Round to the nearest cent - \$607.94 is the member's payable COLA for July.

H. Foreign Currency Exchange Rates. PDTATAC reviews and adjusts (*when necessary*) exchange rates for countries where members are assigned. For more currency adjustment information see Part II, Appendix M. Based solely on the currency fluctuations, adjustments are made twice monthly to Cost-of-Living Allowances (COLA).

I. Significant Unique Expenses. In some areas, members must purchase significantly expensive items (approximately \$200 per item) that CONUS-based members ordinarily do not purchase or for which the cost is insignificant in CONUS. For more information on unique expenses see Part I, Appendix M. Unique expenses must be:

1. Incurred by the *majority* of members assigned,
2. Of an individual significant amount, and
3. *Actually paid* by members at the overseas PDS.

**APPENDIX J****COST-OF-LIVING ALLOWANCE INDEXES****PART II - COST OF LIVING ALLOWANCE TABLES**

For current geographic COLA information, and the following tables, please see the PDTATAC website at:

<http://www.dtic.mil/perdiem/allowcol.html>

**Table I - Annual Compensation for Members With/Without Dependents:**

on the PDTATAC website, select 'Rates', 'Overseas COLA', 'Annual Compensation Tables', 'Compensation Tables', 'Effective: YYYY'.

**Table II - Average Annual Spendable Income:**

on the PDTATAC website select 'Rates', 'Overseas COLA', 'Annual Compensation Tables', 'Spendable Income Tables', 'Effective: DD MMM YY'

**Table III - Cost-of-Living Allowance Indexes:**

on the PDTATAC website select 'Rates', 'Overseas COLA', 'COLA Index Listings', 'YYYY-COLA Indexes', 'YYYY-MM-DD-COLA-INDEXES.pdf'.

## APPENDIX K

### OVERSEAS HOUSING ALLOWANCE (OHA)

#### PART I: GENERAL INFORMATION

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<u>Paragraph</u>	<u>Contents</u>
A.	General
B.	Rent
C.	Utility/Recurring Maintenance Allowance Expenses
D.	Move-In Housing Allowance (MIHA)
E.	Fixed Exchange Rate
F.	OHA Computation Steps

#### PART II: BRIEFING SHEET

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<u>Paragraph</u>	<u>Contents</u>
A.	OHA Overview
B.	Required Form(s) Submission
C.	Rental Allowances
D.	Utility/Recurring Maintenance Allowances
E.	Move-In Housing Allowances (MIHA)/Miscellaneous Expenses
F.	Rental Advances

#### PART III: MOVE-IN HOUSING ALLOWANCE (MIHA) MISCELLANEOUS EXPENSES

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<u>Table</u>	<u>Contents</u>
I	Reportable MIHA Miscellaneous Expense Items
II	Non-Reportable MIHA Miscellaneous Expense Items

#### PART IV: RENTAL ADVANCE PROTECTION

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<u>Table</u>	<u>Contents</u>
I	Countries <i>Currently</i> Authorized OHA Rental Advances
II	Countries <i>Previously</i> Authorized OHA Rental Advances

## APPENDIX K

### OVERSEAS HOUSING ALLOWANCE (OHA)

#### PART I: GENERAL INFORMATION

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<u>Par.</u>	<u>Contents</u>
A.	General
B.	Rent
C.	Utility/Recurring Maintenance Allowance Expenses
D.	Move-In Housing Allowance (MIHA)
E.	Fixed Exchange Rate
F.	OHA Computation Steps

#### PART II: BRIEFING SHEET

---

<u>Par.</u>	<u>Contents</u>
A.	OHA Overview
B.	Required Form(s) Submission
C.	Rental Allowances
D.	Utility/Recurring Maintenance Allowances
E.	Move-In Housing Allowances (MIHA)/Miscellaneous Expenses
F.	Rental Advances

#### PART III: MOVE-IN HOUSING ALLOWANCE (MIHA) MISCELLANEOUS EXPENSES

---

<u>Table</u>	<u>Contents</u>
I	Reportable MIHA Miscellaneous Expense Items
II	Non-Reportable MIHA Miscellaneous Expense Items

#### PART IV: RENTAL ADVANCE PROTECTION

---

<u>Table</u>	<u>Contents</u>
I	Countries <i>Currently</i> Authorized OHA Rental Advances
II	Countries <i>Previously</i> Authorized OHA Rental Advances



**APPENDIX K****OVERSEAS HOUSING ALLOWANCE (OHA)****PART I: GENERAL INFORMATION**

*For Appendix K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA ceilings, see the PDTATAC website at: <http://www.dtic.mil/perdiem/allooha.html>.*

**A. General**

1. **Purpose.** OHA is a monthly allowance paid to service members assigned to an OCONUS PDS (except Hawai'i and Alaska) authorized to live in private housing. OHA defrays the member's housing costs and includes the following three components:
  - a. Rent,
  - b. Utility/recurring maintenance expenses, and
  - c. Move-in housing allowance (MIHA).
2. **Allowance Payable.** The amount of OHA payable is based on the difference between the member's:
  - a. BAH-II or FSH, and
  - b. The member's reported rental amount, up to the locality OHA rental ceiling, plus
  - c. The appropriate utility amount based on the member's status.
3. **OHA Locality/Rate Tables.** OHA rates are contained within individual country tables that list all authorized OHA areas within each country. Locality/country tables are regularly updated and located on the PDTATAC website at <http://www.dtic.mil/perdiem/allooha.html>. The following information applies to all OHA tables:
  - a. Where only an island or country is listed, all territory within the island's/country's boundaries are included (including all offshore islands in the same general vicinity).
  - b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.
  - c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).
  - d. Allowances for members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

B. Rental Allowance Ceiling. Locality OHA rental ceilings are based on actual rental cost data for members with command-sponsored dependents residing in private housing. The OHA program is designed (ordinarily) to cover actual rental costs for 80 percent of the assigned members.

1. With-Dependents. When computing rental ceilings the maximum allowable amount for the monthly rent is contained in the specific locality table (see PDTATAC website at <http://www.dtic.mil/perdiem/allooha.html>) unless all or a significant portion of utilities are included in the rent. See this Appendix, Part I, subpar. F, for OHA calculation examples. When computing an OHA rental ceiling and *any/all* of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is **added** to the rental-ceiling portion.

2. Without-Dependents. When computing rental ceilings the maximum allowable amount for the monthly rent is contained in the specific locality table (see PDTATAC website at <http://www.dtic.mil/perdiem/allooha.html>) unless all or a significant portion of utilities are included in the rent. See this Appendix, Part I, subpar. F for OHA calculation examples. When computing an OHA rental ceiling and *any/all* of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is **added** to the rental-ceiling portion. The without-dependents ceiling is 90 percent of the with-dependents ceiling.

3. Homeowners. If a member is a homeowner the derived 'rent' is computed by dividing the original home purchase price by 120. Settlement costs, title search fees, and other legal/related costs **are not included** in the original purchase price. ***NOTE: For members in the Azores who purchased homes on/after 1 January 1999, divide the purchase price by 24. See par. U9105-C3 for OHA when member (or member's dependents) inherited a dwelling or residence or otherwise received it without purchasing it.***

4. Sharers. To determine the monthly rent for each sharer when a member is a sharer (as defined in par. U9000-C), divide the **total** monthly rent amount by the number of sharers living in the dwelling.

C. Utility/Recurring Maintenance Allowance Expenses. The utility/recurring maintenance allowances found in the OHA locality tables at <http://www.dtic.mil/perdiem/allooha.html> are based on member (with-dependents) reported expenses.

1. Monthly Allowance. A monthly utility/recurring maintenance allowance is:

- a. Provided for each individual OHA locality (see locality tables at the PDTATAC website <http://www.dtic.mil/perdiem/allooha.html>),
- b. Based on actual member-reported expense data for members with dependents who pay all (or a majority) of their utilities,
- c. Covers the utility costs for 80 percent of members assigned to an area,
- d. Paid to sharers (see par. U9000-C) on a pro rated amount of the net allowance,

e. Paid to members 'without dependents' (who **are not** sharers) at 75 percent of the 'with dependents' rate (see par. U9106 for more information on Utility/Recurring Maintenance Allowance), and

f. Subject to elimination or reduction if all or parts of the utilities are included in the rent (see par. U9106).

2. Rent Includes All, No, or Some Utilities. Amount of monthly utility/recurring maintenance allowance is determined by the member's responses to the utility questions in block 7, DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report). For more information when rent includes **all** or **no** utilities see par. U9106. When rent includes **some** utilities, the locality **climate code** and the **utility point score** determine the monthly utility/recurring maintenance allowance amount.

a. Climate Codes. Locality climate codes are indicated on each locality table (see PDTATAC website at <http://www.dtic.mil/perdiem/allooha.html>). The three climate codes include:

- (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,
- (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and
- (3) Code 3 (Hot) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate **points** for each utility/service that **was not** checked in block 7c, DD Form 2367. The final number is the member's total **utility point score**.

Climate Code Utility Points (See Appendix K OHA Locality Tables)			
	3	2	1
	Hot	Moderate	Cold
Electricity	3	3	3
Heating	1	2	3
Air Conditioning	3	2	1
Water	1	1	1
Trash Disposal	1	1	1

c. Utility Point Percentage. After determining the total *utility point score* use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

Percentage Utility/Recurring Maintenance Allowance Payment	
Total Utility Point Score	Allowance Percentage
0	0
1-2	25
3-4	65
5-9	100

D. Move-In Housing Allowance (MIHA)/Miscellaneous. The MIHA/Miscellaneous amount indicated on the locality tables (see PDTATAC website <http://www.dtic.mil/perdiem/allooha.html>) is based on average member-reported expenses. This allowance is determined using expenses members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See Appendix N for specific MIHA information. Part III of this Appendix includes a list of reportable move-in expenses.

E. Fixed Exchange Rates. When a member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the member's commanding officer, or designated representative, must enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." The member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

F. OHA Computation Steps. Follow steps one through five to determine a member's OHA. ***NOTE: BAH-II deduction (Step 5) is not required for USMC personnel as USMC personnel do not receive BAH-II.***

**Step 1:** Determine the member's monthly rent in U.S. dollars. If rent is paid in foreign currency, convert to U.S. dollars by using the 'Rate of Exchange' for the locality found in the OHA locality tables at <http://www.dtic.mil/perdiem/allooha.html>. If the member is a sharer (as defined by par. U9000-C), the member's rent is a prorated share of total rent.

**Step 2:** Using the appropriate locality table find the rental allowance ceiling for the member's specific locality code and grade. For members 'without dependents' multiply the with-dependents rate by the appropriate percentage or dollar amount specified in the locality table (usually 90 percent). If rent includes *all* utilities (block 7b checked on DD Form 2367), *add* the full utility/recurring maintenance allowance to the maximum rental allowance ceiling. If rent includes *some* but *not all* utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance ceiling.

**Step 3:** Locate the utility/recurring maintenance allowance from the locality table. The following conditions apply:

- a. Rent includes **all** utilities (block 7b checked on DD Form 2367): The member receives **no** separate utility/recurring maintenance allowance; however, this allowance **is added** to the rental allowance ceiling determined in Step 2.
- b. Rent includes **no** utilities (block 7a checked on DD Form 2367): A member with dependents (not a sharer) receives the full utility/recurring maintenance allowance. A member 'without dependents' (not a sharer) receives 75 percent of the with-dependents utility/recurring maintenance allowance. A sharer (as defined by par. U9000-C) with or without dependents receives a prorated share of the utility/recurring maintenance allowance.
- c. Rent includes **some** utilities (block 7c checked on DD Form 2367): The member **does not receive a full** utility/recurring maintenance allowance. Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b. & c., Part I, this Appendix, to determine the percentage of utility/recurring maintenance allowance payment. The amount the member **does not receive** is added to the maximum rental allowance ceiling determined in Step 2.

**Step 4:** Compare monthly rent computed in Step 1 with rental allowance ceiling determined in Steps 2 and 3. If the rent in Step 1 is **less** than the rental allowance ceiling in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is **greater** than the rental allowance ceiling calculated in Steps 2 and 3, then the rental allowance ceiling calculated in Steps 2 and 3 is used to compute OHA.

**Step 5:** Deduct the member's BAH-II or FSH (whichever applies) from the sum in Step 4. The member receives no OHA if the result is negative or zero. If the result is positive, the member receives an OHA equal to this amount.

*The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.*

#### Example 1

**Situation:** A member in grade O-3, with dependents is stationed at a locality where the utility/recurring maintenance allowance is \$120 and the MIHA/Miscellaneous allowance is \$510. The member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The member's monthly rent is \$450, the locality climate code is 2 (moderate), and the member's **utility point score** is 5. The member receives a BAH-II of \$375.

#### **Computation:**

**Step 1:** The member's monthly rent is \$450.

**Step 2:** Determine the maximum rental allowance ceiling for the member from the appropriate locality table found at: <http://www.dtic.mil/perdiem/allooha.html>. For this example the rental ceiling is \$425.

**Step 3:** Determine the member's utility/recurring maintenance allowance from the appropriate locality table. Use \$120 for this example. Using the utility point score methodology (contained in pars. C2b. & c., Part I, this Appendix,) the member has a *utility point score* 5 (the electricity (3 points) and the air conditioning (2 points)) *are not* provided by the landlord). Therefore, the member receives the *full* utility/recurring maintenance allowance of \$120.

**Step 4:** Find the member's MIHA/Miscellaneous allowance in the locality table. For this example, use \$510. Additionally, the member has a reimbursable rent-related expense equal to one month's rent (\$450 - see Step 1 above). The member provided the rental agent's bill for one month's rent to the local finance office. The member is directly reimbursed for this expense.

**Step 5:** The member's monthly BAH-II is \$375.

**Step 6:** Compare the member's rent of \$450 (from Step 1) to member's maximum rental allowance ceiling of \$425 (from Step 2). In this example since the member's rent exceeds the rent ceiling, use the \$425 as the member's maximum rental allowance.

**Step 7:** Add the member's maximum rental allowance of \$425 (from Step 6) and the utility/recurring maintenance allowance of \$120 (from Step 3) for a total of \$545.

**Step 8:** Compute the member's monthly OHA by subtracting the amount of BAH-II (\$375) from the total reimbursable monthly allowance of \$545 (from Step 7) for a final result of \$170 (\$545-\$375= \$170). Additionally, the member receives a one-time lump-sum payment of \$960 under MIHA (from Step 4).

### Example 2

**Situation:** Three enlisted members (without dependents) share a house with a Federal civilian employee who receives a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The total monthly rent is \$1800; the monthly utility/recurring maintenance allowance for their locality is \$160; the locality MIHA/Miscellaneous allowance is \$360; the locality climate code is 3 (hot); and it is determined that the members' *utility point score* is 8. The BAH-II for the E-7, E-5 and E-4, is \$300, \$250 and \$225, respectively.

#### Computation:

**Step 1:** Determine each sharer's (member's) rent. In accordance with par. U9000-C there are four sharers, therefore each member's rent is \$450 (\$1,800/4 = \$450).

**Step 2:** Determine the maximum rental allowance ceiling for each member from the appropriate locality table. For this example the maximum rental ceilings for members 'with dependents' are \$750, \$665 and \$500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that members 'without dependents' may receive up to 90 percent of the 'with-dependents' ceiling. It is determined that the appropriate maximum rental ceilings for the E-7, E-5 and E-4 respectively are \$675 (\$750 X .90 = \$675); \$599 (\$665 X .90 = \$599); and \$450 (\$500 X .90 = \$450).

**Step 3:** Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$160. Because the members' total *utility point score* is 8, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is \$40.

**Step 4:** Each member in this example is authorized a one-time MIHA/Miscellaneous payment of \$360.

**Step 5:** Determine each member's monthly BAH-II. For this example the BAH-II for the E-7, E-5 and E-4 is \$300, \$250 and \$225, respectively.

**Step 6:** Compare each member's rent of \$450 (from Step 1) to each member's maximum rental allowance ceiling, (E-7 - \$675, E-5 - \$599 and E-4 - \$450). Since the rent does not exceed a ceiling, for each member the rental amount used to compute OHA is \$450.

**Step 7:** To each member's rental amount (from Step 6) add the utility/recurring maintenance allowance of \$40 (from Step 3). For each member, the total amount is \$490 ( $\$450 + \$40 = \$490$ ).

**Step 8:** To compute each member's monthly OHA, subtract the member's BAH-II from the total allowance determined in Step 7. The result for grade E-7 is \$190 ( $\$490 - \$300 = \$190$ ), for grade E-5 \$240 ( $\$490 - \$250 = \$240$ ), and for grade E-4 \$265 ( $\$490 - \$225 = \$265$ ). Additionally, each sharer (member) is authorized a one-time lump sum MIHA/Miscellaneous payment of \$360.

### Example 3

**Situation:** A member in grade O-4 is married to a member in grade O-2; the member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both members is \$1100; the utility/recurring maintenance allowance is \$180 (both members assigned to the same locality); the locality climate code is 1 (cold); and the members' *utility point score* is 7. BAH-II for the member in grade O-4 is \$425 and for grade O-2 the BAH-II is \$340. Additionally, each member is authorized a MIHA/Miscellaneous allowance.

#### Computation:

**Step 1:** Determine each member's monthly rent. In accordance with par. U9000-C each member is considered a sharer and each (sharer's) member's rent is \$550 ( $\$1,100/2 = \$550$ ).

**Step 2:** Determine the maximum rental allowance ceiling for each member from the appropriate locality table. For this example the maximum rental ceiling is \$600 for the member in grade O-4, and \$450 for the member in grade O-2 - 90 percent of the 'with-dependents' ceiling of \$500 ( $\$500 \times .90 = \$450$ ).

**Step 3:** Determine the utility/recurring maintenance allowance from the locality table. For this example, use \$180. Because the members' total *utility point score* is 7, each member is authorized the *full* utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (member's) portion of the utility/recurring maintenance allowance is \$90 ( $\$180/2 = \$90$ ).

**Step 4:** Determine each member's monthly BAH-II. For this example use \$425 for grade O-4 and \$340 for grade O-2.

**Step 5:** Compare each member's rent of \$550 (from Step 1) to each member's maximum rental allowance ceiling of \$600 for grade O-4 and \$450 for grade O-2 (from Step 2). For this example use \$550 to compute the OHA for the member in grade O-4 and \$450 for the member in grade O-2.

**Step 6:** Add the utility/recurring maintenance allowance (from Step 3) to each member's rental amount (from Step 5). For grade O-4 the total is \$640 ( $\$550 + \$90 = \$640$ ) and for grade O-2 the total is \$540 ( $\$450 + \$90 = \$540$ ).

**Step 7:** To compute each member's monthly OHA, subtract their BAH-II amount from the total amount calculated in Step 6. The result for grade O-4 is \$215 ( $\$640 - \$425 = \$215$ ) and grade O-2 is \$200 ( $\$540 - \$340 = \$200$ ).

#### Example 4

**Situation:** A member in grade O-3 is unaccompanied (dependents did not travel to PDS) and is not a sharer as defined in par. U9000-C. The utility/recurring maintenance allowance at the locality where the member is assigned is \$160; the MIHA/Miscellaneous allowance is \$625. Additionally, the member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly rent for the dwelling occupied by the member is \$600. The locality climate code is 2 (moderate) and the member's *utility point score* is 2. The FSH for the member in grade O-3 is \$350.

#### Computation:

**Step 1:** The member's rent is \$600.

**Step 2:** Determine the maximum rental allowance ceiling for the member from the appropriate locality table. For this example the maximum rental ceiling set for grade O-3 is \$725. An unaccompanied member 'without dependents' may receive up to 90 percent of the 'with-dependents' amount for a maximum rental allowance ceiling of \$653 ( $\$725 \times .90 = \$653$ ).

**Step 3:** Determine the member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is \$160. Because the member is unaccompanied the authorized utility/recurring maintenance allowance is 75 percent of the full amount or \$120 ( $\$160 \times .75 = \$120$ ). The member's *utility point score* is 2; therefore, the member is authorized 25 percent of \$120, or \$30 ( $\$120 \times .25 = \$30$ ). The remainder of the utility/recurring maintenance allowance (\$90) is **added** to the member's rental ceiling of \$653 (Step 2) for a derived rental ceiling of \$743 ( $\$653 + \$90 = \$743$ ).

**Step 4:** Determine the member's MIHA/Miscellaneous allowance from the appropriate locality table. Use \$625 for this example. Additionally, the member has a rent-related expense of \$1,200 equivalent to two months rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only \$600 of the \$1,200 paid by the member is reimbursable under MIHA/Rent. The total amount member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is \$1,225 ( $\$625 + \$600 = \$1,225$ ).

**Step 5:** The member's monthly FSH is \$350.

**Step 6:** Compare the member's rent of \$600 (from Step 1) to member's derived rental allowance ceiling of \$743 (from Steps 2 and 3). For this example \$600 is used in computing the OHA for the member.

**Step 7:** Add the member's rental amount of \$600 (from Step 6) to the utility/recurring maintenance allowance of \$30 (from Step 3). The total is \$630 ( $\$600 + \$30 = \$630$ ).

**Step 8:** Compute the member's monthly OHA by subtracting the FSH amount of \$350 from the total allowance of \$630 (from Step 7). The result is \$280 ( $\$630 - \$350 = \$280$ ). Additionally, the member is authorized a one-time lump sum MIHA payment of \$1,225 (from Step 4).



## APPENDIX K

## OVERSEAS HOUSING ALLOWANCE (OHA)

## PART II: BRIEFING SHEET

A. OHA Overview

1. The OHA program provides you and other uniformed members assigned to OCONUS locations (except Hawaii and Alaska) an allowance to defray your housing costs. All members authorized to live in privately leased/owned quarters are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. ***You must submit a new DD Form 2367 each time there is a change to any data you previously submitted on your DD Form 2367.***

2. A monthly allowance is payable to you when the payable OHA amount exceeds Basic Allowance for Housing-II (BAH-II) or Family Separation Housing (FSH). When the payable OHA amount does not exceed BAH-II or FSH, then only the BAH-II or FSH amount is paid.

3. OHA is comprised of three separate components:

- a. Rental allowance,
- b. Utility/recurring maintenance allowance, and a
- c. Move-in housing allowance.

These OHA allowances are periodically reviewed and updated based on member-reported costs. These reviews may result in allowance increases/decreases; therefore, your OHA payments ordinarily may change over time. OHA locality tables with current rate information are on the PDTATAC website at <http://www.dtic.mil/perdiem/allooha.html>.

B. Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official who must approve your DD Form 2367. If you qualify for MIHA/Rent and/or MIHA/Security you also must complete DD Form 2556 (Move-In Housing Allowance Claim). ***These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.***

### C. Rental Allowances

1. The rental allowance ceilings shown in the locality tables apply to members with dependents. The rental allowance ceiling for a member without dependents ordinarily is 90 percent of the accompanied allowance ceiling. These rental ceilings generally cover actual rental costs for 80 percent of members with dependents assigned to a specific area.
2. Unless you (the member) are a sharer (as defined in par. U9000-C) you receive the amount of rent paid up to the set rental allowance ceiling. You are sharing a dwelling when residing with:
  - a. A spouse or dependent that is either a uniformed member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),
  - b. Another uniformed member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or
  - c. Any other person, excluding dependents, who contributes toward rent, mortgage and/or utilities.
3. If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing your total rent by the number of sharers. This proportional rent amount is then compared to the appropriate rental allowance ceiling and you receive the lesser of the proportional rent share or the rental allowance ceiling.
4. If you are a homeowner, derive your 'rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). ***NOTE: If you are in the Azores and purchased your home on/after 1 January 1999, divide your purchase price by 24. See par. U9105-C3 for OHA when the member (or member's dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.***
5. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the duration of the lease, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

### D. Utility/Recurring Maintenance Allowances

1. The utility/recurring maintenance allowances indicated on the OHA locality tables pertain to accompanied members with dependents. This allowance is reduced if you are unaccompanied and/or not a sharer (the allowance ordinarily is equal to 75 percent of the amount indicated in the locality table). If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.

2. If your rent includes all utilities, you **do not** receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is **added** to your rental allowance ceiling. If your rent includes **some** utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance ceiling.

E. Move-In Housing Allowance (MIHA)/Miscellaneous Expenses. MIHA is comprised of three components:

1. MIHA/Miscellaneous is a fixed-rate, lump sum payment that reflects average expenditures made by members to make their housing habitable (Part III of this Appendix, contains a list of reportable MIHA/Miscellaneous expenses).
2. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. **Homeowners are not authorized to receive this component.**
3. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in Appendix N.

F. Rental Advances. You may draw an advance housing allowance if your commanding officer authorizes/ approves. The advance amount ordinarily is not to exceed three months' rent allowance. However, additional funds may be authorized when the need is justified and authorized/approved in writing by your commanding officer. **Advances are not authorized/approved for the purchase of residences or other living accommodations (see JFTR, par. U9116).**

**NOTE:** *Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of members keeping their DD Forms 2367 current.*

**APPENDIX K****OVERSEAS HOUSING ALLOWANCE (OHA)****PART III: MOVE-IN HOUSING ALLOWANCE (MIHA)/MISCELLANEOUS EXPENSES**

*Purchase prices of items included in the following table are generally authorized for the MIHA/Miscellaneous component of the OHA (unless the items are purchased with the intent to ship them from the present PDS). Items to be shipped are not reportable. While the list is not exhaustive, it covers the vast majority of reportable expenses. These expenses are associated with items necessary to make housing habitable.*

<b>Table I - Reportable MIHA Miscellaneous Expense Items</b>	
1.	Cabinets (kitchen, medicine, bathroom, etc.)
2.	Plumbing and plumbing installation, hookups
3.	Gas and/or electrical installation
4.	Supplementary heating equipment
5.	Painting, papering, plastering (upon arrival only)
6.	Light fixtures, permanently installed
7.	Wardrobes
8.	Shelving
9.	Telephone installation
10.	Range, refrigerator, freezer, washer, dryer
11.	Air conditioners, dehumidifiers and fans
12.	Screening
13.	Transformers and voltage regulators
14.	Commodos and sinks (when ordinarily not furnished)
15.	Burglar alarms, security bars and supplementary door locks (when locally required)
16.	Water purification filters, when locally required
17.	Pest fumigation - if required when housing is first occupied (otherwise include in recurring maintenance expenses)
18.	Repair of drain pipes and gutters

*The following items generally are not reportable move-in housing expenses.*

<b>Table II - Non-Reportable MIHA Miscellaneous Expense Items</b>	
1.	Rugs, carpets, curtains and drapes
2.	Lawn and gardening maintenance expenses
3.	Dishwashers, microwave ovens and small/personal appliances
4.	Televisions, cable TV installation, antennas, etc.
5.	Any recoverable deposits (i.e., security deposits)
6.	Light bulbs
7.	Taxes of any kind (unless specifically required by lease)
8.	Fencing, yard-related items
9.	Any personal labor costs

## APPENDIX K

## OVERSEAS HOUSING ALLOWANCE (OHA)

## PART IV: RENTAL ADVANCE PROTECTION

Table I - Countries Currently Authorized OHA Rental Advances	
Location	Date Established
Brazil	1 February 2001
Colombia	1 November 1998
Hong Kong	1 September 1998
Indonesia	1 September 1998
Philippines	1 September 1998
Thailand	16 November 1997
United Arab Emirates	16 April 2003
Venezuela	16 November 1998

Table II - Countries Previously Authorized OHA Rental Advances		
Location	Date Established	Date Removed
Korea	1 December 1997	1 March 1999
Malaysia	1 February 1998	1 September 1998
Singapore	1 January 1998	1 September 1998

***NOTE:*** Countries previously authorized OHA Rental Advance Protection continue to have rent protected locality codes in the OHA Query until all previously protected members either PCS or change quarters.

## APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA)  
SUBMISSION CHANNELS

A. General. Except under the circumstances in par. C, submit AEA requests to the appropriate office listed below, the Secretary concerned for specific classified OCONUS missions (*this authority must not be re-delegated*), or as designated by the Service concerned. The AO, or the official who requires the TDY assignment determines if an AEA is warranted. *Requests should arrive at least 10 days before travel begins.* Authority to authorize/approve AEAs is delegated below.

**NOTE:** *Do not send AEA requests up to 300% directly to the PDTATAC.*

B. AEA Requests up to but Not Exceeding 150%. Authority to authorize/approve AEA requests, not exceeding 150% (see JFTR, par. U4235 or JTR, pars. C4614-A and C4614-B) is delegated as indicated below.

\*1. Office of the Secretary of Defense: For Washington Headquarters Services, and DoD Field Activities and Defense Agencies not specifically listed: AO:

a. American Forces Information Service  
Attn: RM Administration  
601 North Fairfax Street  
Alexandria, VA 22314-2007

b. Ballistic Missile Defense Organization  
Attn: Director Management Operations  
7100 Defense Pentagon  
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency  
Office of Administration and Small Business  
3701 North Fairfax Drive  
Arlington, VA 22203-1714

d. Defense Commissary Agency  
Attn: SAA  
38<sup>th</sup> Street and E Avenue  
Fort Lee, VA 23801-6300

e. Defense Contract Management Agency  
Attn: DCMA-FB  
8725 John J. Kingman Road  
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. *This authority must not be re-delegated.*

***Effective 25 October 2004***

\*g. Defense Information Systems Agency  
Attn: MPS 4  
PO Box 4502  
Arlington, VA 22204-4502

h. Defense Intelligence Agency  
Deputy Comptroller for Financial policy and Accounting (OC-4)  
Washington, DC 20340-3035

i. Defense Legal Services Agency  
Attn: Attorney Manager  
1600 Defense Pentagon  
Washington, DC 20301-1600

j. Defense Logistics Agency  
Office of the Comptroller  
8725 John J. Kingman Rd., Suite 533  
Ft. Belvoir, VA 22060-6221

k. Defense Prisoner of War/Missing Personnel Office  
Attn: Resource Management Directorate  
1745 Jefferson Davis Highway, Suite 800  
Arlington, VA 22205-2816

l. Defense Security Cooperation Agency  
Attn: Deputy Director, Resource Management  
1111 Jefferson Davis Highway, Suite 303  
Arlington, VA 22205-2400

m. Defense Security Service  
Attn: Comptroller  
1340 Braddock Place  
Alexandria, VA 22314-1651

n. Defense Threat Reduction Agency  
Attn: Finance Management Office  
45045 Aviation Drive  
Dulles, VA 20166-7515

o. Department of Defense Contract Audit Agency  
Headquarters, Assistant Director, Resources  
8725 John J. Kingman Road, Suite 2135  
Fort Belvoir, VA 22060-6219  
Regional Directors of DCAA Regions at Eastern, Northeastern, Central, Mid-Atlantic, and Western for assigned personnel and other DCAA personnel under their command and control.

- p. Department of Defense Education Activity  
Attn: Comptroller  
4040 Fairfax Drive  
Arlington, VA 22203-1613
- q. Department of Defense Human Resources Activity  
Attn: Assistant Director  
4040 Fairfax Drive, Suite 200  
Arlington, VA 22203-1613
- r. Department of Defense Inspector General  
Assistant IG for Information Management  
400 Army Navy Drive  
Arlington, VA 22202-2870
- s. National Imagery and Mapping Agency  
Attn: Administrative Office  
8613 Lee Highway  
Fairfax, VA 22031-2137
- t. National Security Agency/Central Security Service  
Attn: M6  
Ft. George G. Meade, MD 20755-6000
- u. Office of Economic Adjustments  
Attn: Administrative Officer  
400 Army Navy Drive, Suite 200  
Arlington, VA 22202-2884
- v. TRICARE Management Activity  
Attn: TMA Budget Officer  
5111 Leesburg Pike, Suite 810  
Falls Church, VA 22041-3206
- w. Uniformed Services University of the Health Sciences  
Attn: Resource Management  
4301 Jones Bridge Road  
Bethesda, MD 20814-4799
- x. United States Court of Appeals for the Armed Forces  
Attn: Clerk of the Court  
450 "E" Street, NW  
Washington, DC 20442-0002



## 2. Army

a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the AO. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM (***MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of AOs. If MACOM not listed the AEA authority has been delegated to the AO.***);

***Effective 10 November 2004***

\*b. Headquarters, Army Materiel Command, Attn: G1-F, 9301 Chapek Road, Ft. Belvoir, VA 22060-5527. Message address: CDRAMC FT BELVOIR VA//AMCPE//. Telephone: DSN (312) 656-8157, Commercial (703) 806-8157;

c. Headquarters, Military Surface Deployment and Distribution Command (SDDC), Attn: SDDCRM-F, Hoffman Building II, Room 11S67, 200 Stovall Street, Alexandria, VA 22332-5000; Message Address: CDRSDDC ALEXANDRIA VA//SDDCRM-F//; Telephone: DSN (312) 328-2350, Commercial (703) 428-2350;

d. Commander, Eighth U.S. Army (USAEIGHTH), Attn: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN (315) 723-5241;

e. Commander, U.S. Army Information Systems Command (USAISC), Attn: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN (312) 879-6446, Commercial (520) 538-6446;

f. Headquarters, U.S. Army South (USARSO), Financial Services Division, Attn: SORM, PO Box 34000, Fort Buchanan, PR 00934;

g. Commander, Military District of Washington (MDW), Attn: ANRM-Z, 103 Third Avenue, Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z//; Telephone: DSN (312) 335-2048, Commercial (202) 475-2048;

h. Commander, U.S. Army Training and Doctrine Command (TRADOC), Attn: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN (312) 680-4221; Commercial (757) 788-4221; ***NOTE: Delegated to Installation and Major Subordinate Commanders with further delegation authorized.***

i. Commander, U.S. Army Criminal Investigation Command (USACIDC), Attn: CISP-RM, 6010 6th Street, Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN (312) 656-0194, Commercial (703) 806-0194, e-mail address: CISP-RMP@belvoir.army.mil;

j. Commander, U.S. Army Medical Command (MEDCOM), Attn: MCRM-F, 2050 Worth Road, Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN (312) 471-8141, Commercial (515) 221-8141 or 221-7298;

k. Commander, U.S. Army Pacific (USARPAC), Attn: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN (314) 438-2710 or 438-2918;

l. Commander, U.S. Army Special Operations Command (USASOC), Attn: AOFI-RM, Fort Bragg, NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN (312) 239-2022, Commercial (910) 432-2022;

m. Department of the Army, Army National Guard, Attn: NGB-ARC, 111 S. George Mason Drive, Arlington, VA 22204-1382; Message Address: CNGB WASHINGTON DC//NGB-ARC//; Telephone: DSN (312) 327-7563, Commercial (703) 607-7563; ***NOTE: Delegated to USPFs.***

n. Commander/Deputy to the Commander, U.S. Army Central Identification Laboratory, Hawai'i, 310 Worchester Avenue, Hickam AFB, HI 96853-5530;

***Effective 20 May 2004***

o. Commander, Forces Command (FORSCOM), ATTN: AFRM-B-O, 1881 Hardy Avenue, Fort McPherson, GA 30330-6000. MSG ADDRESS: CDRFORSCOM FT MCPHERSON GA//AFRM-B-O//; Telephone DSN (312) 367-7422 Commercial (404) 464-7422.

3. Navy

- a. Military Personnel: AOs;
- b. Civilian Employees: Heads of Activities/commands or their designees.

4. Marine Corps

- a. Military Personnel: AOs;
- b. Civilian Employees: Heads of Activities/Commands or their designees.

***Effective 1 February 2005***

\*5. Air Force

- a. Wing Commander or equivalent, ***who may delegate no lower than the Group Commander*** (lodging, meals, and incidentals) and AOs (lodging only);
- b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel who may delegate no lower than Wing Commander equivalents (lodging, meals, and incidentals) and AOs (lodging only);
- c. HQ USAF. AOs;
- d. Air Force Reserve Members:
  - (1) Individual Mobilization Augmentees (IMA) on RPA funded orders – ARPC/FM, 6760 E. Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only);
  - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
  - (3) For reserve units – Wing commander or equivalent, ***who may delegate no lower than the group commander*** (lodging, meals, and incidentals) and AOs (lodging only).

6. Coast Guard (Military Personnel). AO.

7. National Oceanic and Atmospheric Administration Corps. AO.

8. Public Health Service. Director, Division of Commissioned Personnel, PSC, Attn: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.

9. Combatant Commands

a. United States Central Command (CENTCOM), Attn: CCCO, 7115 South Boundary Boulevard, MacDill AFB, FL 33621-5101;

b. Commander, U.S. Pacific Command (PACOM), Attn: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN (315) 477-6681, Commercial (808) 477-6681;

c. United States Northern Command (USNORTHCOM), Comptroller, 250 S. Peterson Boulevard, Peterson AFB, CO 80914-3302;

d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Boulevard, Sta 116, Peterson AFB, CO 80914-3010;

e. Commander, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN (312) 836-5487, Commercial (757) 836-5487;

f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;

g. United States Transportation Command (USTRANSCOM), Attn: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;

h. United States Southern Command (USSOUTHCOM), Attn: SCCM, 3511 Northwest 91<sup>st</sup> Avenue, Miami, FL 331721216; and

i. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany.

10. Special Operation Commands

a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;

b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;

- c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
  - d. Commander, United States Special Operations Command; Attn: Comptroller (SORR-RC); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN (312) 299-5469, Commercial (813) 828-5469;
  - e. Joint Special Operations University, Attn: RM; 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//RM//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649. Email address: jsou.pres@hurlburt.af.mil;
  - f. Commander, Special Operations Command Pacific, Attn: RM, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//RM//J1//. Telephone: DSN 315-477-2603, Commercial (808) 477-3923;
  - g. Commander, Special Operations Command, Joint Forces Command, Attn: RM, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOPCOM NORFOLK VA//RM/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854. Email address: j41director@socjcom.navy.mil;
  - h. Commander, Special Operations Command Europe, Attn: RM, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//RM//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488. Email address: ECSO-J8.PG@EUCOM.MIL;
- Effective 10 August 2004***
- i. Commander, Special Operations Command South, Attn: RM, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOPCOM SOUTH HOMESTEAD ARB FL//RM/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303. Email address: J8@socso.southcom.mil;
  - j. Commander, Special Operations Command Central, Attn: RM, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOPCENT MACDILL AFB FL//RM/COMP//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547. Email address: [soccomp@soccent.centcom.mil](mailto:soccomp@soccent.centcom.mil); and
  - k. Commander, Special Operations Command Korea, Attn: RM, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//RM/COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 8009.

#### 11. Schools

- a. Uniformed Services University of the Health Sciences, Attn: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
- b. Department of Defense, National Defense University, Attn: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001; and

c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.

12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.

13. Office of the Supreme Allied Command (USACEUR). Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

14. Joint Service Conferences, Symposiums, Seminars, or Professional Meetings. The sponsoring Uniformed Service/Defense Agency may authorize/approve AEAs for all attendees regardless of Service/Defense Agency affiliation.

C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4616) are submitted to the appropriate office listed below.

1. Army. A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority must not be further delegated.***

***Effective 1 February 2005***

2. Air Force

a. MAJCOM/FMs, FOA and DRU FMs or equivalents who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5a or B5b above;

b. 11<sup>th</sup> Wing/FM for HQ USAF personnel who may delegate no lower than AOs provided that official has also been delegated authority under B5c above;

c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) on RPA funded tours – ARPC/FM, 6760 E Irvington Place, Denver, CO 80280-3000 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(1);

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 Richard Ray Blvd, Robins AFB, GA 31098-1635 who may delegate no lower than AOs (lodging only) provided that official has also been delegated authority under B5d(3) above.

***This authority must not be further delegated.***

3. Navy

***Effective 16 February 2005***

\*a. Military Personnel: See par. B3 above for authorization/approval authority.

b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.

#### 4. Special Operations Commands

- a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN (312) 577-0916, Commercial (619) 437-0844;
  - b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley Street, Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN (312) 579-2815, Commercial (904) 884-2325;
  - c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: (312) 236-0141, Commercial (901) 396-0141;
  - d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Boulevard; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN (312) 299-5122, Commercial (813) 828-5122;
  - e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//COS//. Telephone: DSN (312) 579-2649, Commercial (850) 884-2649;
  - f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, PO Box 64046, Camp H.M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//COS/J4//. Telephone: DSN (315) 477-3923, Commercial (808) 477-3923;
  - g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOPCOM NORFOLK VA//COS/J4//. Telephone: DSN (312) 646-5841, Commercial (757) 443-5854;
  - h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//COS//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488;
- Effective 10 August 2004***
- i. Commander, Special Operations Command South, Attn: Chief of Staff, 29350 Coral Sea Boulevard, Homestead, ARB, FL 33039-. Message address: COMSOPCSOUTH HOMESTEAD ARB FL//COS/J4//. Telephone: DSN (312) 791-6303, Commercial (305) 224-6303;
  - j. Commander, Special Operations Commander Central, Attn: Chief of Staff, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//COS//. Telephone: DSN (312) 299-6547, Commercial (813) 828-6547; and
  - k. Commander, Special Operations Command Korea, Attn: Chief of Staff, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 5585.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe. See par. B1, B4, B6-B9, and B11-B13 above for authorization/approval authority.

D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers. The following officials may authorize/approve AEAs up to 300% for their own official travel and for accompanying uniformed service members and travelers covered by these regulations. JTR, par. C4612 provisions (for travelers covered by these regulations) are not applicable to this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense  
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force  
 The Assistant to the Secretary of Defense (Legislative Affairs)  
 The Assistant to the Secretary of Defense (Atomic Energy)  
 The General Counsel of the Department of Defense  
 The Defense Advisor, U.S. Mission to NATO  
 Directors of Defense Agencies  
 President, Uniformed Services University of the Health Sciences  
 Director Operational Test & Evaluation  
 DoD Inspector General  
 Director, Defense Research & Engineering  
 Commander/Deputy Commanders of Air Force Major Commands  
 Chairman/Vice Chairman, Joint Chiefs of Staff,  
 Chiefs/Vice Chiefs of Staff, U.S. Army and U.S. Air Force,  
 Chief/Vice Chief of Naval Operations,  
 Commandant/Assistant Commandant, U.S. Marine Corps,  
 Commandant/Vice Commandant, U.S. Coast Guard,  
 Director, NOAA Corps,  
 Surgeon General/Deputy Surgeon General, U.S. Public Health Service,  
 Assistant/Deputy Assistant Secretary for Health, U.S. Public Health Service,  
 Commanders/Deputy Commanders of combatant Commands and Directors of Defense Agencies.

E. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a member/employee who is directed to travel as part of the party of any of the following dignitaries:

1. The U.S. President/Vice President, or members of their families;
2. U.S. Congress members;
3. U.S. cabinet members;
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries;
5. Supreme Court Justices;
6. Chairman/Vice Chairman of the Joint Chiefs of Staff;

7. The Chief of Staff, U.S. Army; the Chief of Staff, U.S. Air Force; the Chief of Naval Operations; the Commandant, U.S. Marine Corps; the Commandant, U.S. Coast Guard; the Administrator, National Oceanic and Atmospheric Administration; and the Surgeon General, U.S. Public Health Service;
8. U.S. Ambassadors, Ministers, and Consuls to foreign countries;
9. U.S. Delegates to international conferences/meetings;
10. Very Important Persons (VIPs) as specified by the President/Vice President of the U.S.;
11. Candidates for the office of President and Vice President of the U.S. and their family members, including the persons elected to those offices; and
12. Other U.S./foreign dignitaries equivalent in rank to any of those mentioned above.



**APPENDIX M**

**STATION ALLOWANCE AND TRAVEL PER DIEM REPORTING PROCEDURES**  
**AND**  
**COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR**  
**RESPONSIBILITIES**

(see *<http://141.116.74.201/cola/appm/appm.pdf>*)

## APPENDIX N

### MOVE-IN HOUSING ALLOWANCES (MIHA)

#### PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)

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<b><u>Par.</u></b>	<b><u>Contents</u></b>
A.	General
B.	MIHA/Miscellaneous
C.	MIHA/Rent
D.	MIHA/Security
E.	Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report
F.	Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim
G.	Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

#### PART II: MIHA SECURITY LOCATIONS

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<b><u>Table</u></b>	<b><u>Contents</u></b>
I.	Locations Currently Designated
II.	Locations Previously Designated

*Effective 16 July 2004*

**\*APPENDIX N**

**PART I: MOVE-IN HOUSING ALLOWANCE (MIHA)**

**A. General**

1. The Move-In Housing Allowance (MIHA) is comprised of the following three components (see par. U9107):
  - a. MIHA/Miscellaneous – a fixed-rate, lump-sum payment,
  - b. MIHA/Rent – an actual expense component that covers reasonable rent-related expenses, and
  - c. MIHA/Security – an actual expense component that covers reasonable security-related expenses.
2. To be authorized a MIHA, a member must be eligible for an Overseas Housing Allowance (OHA).
3. MIHA is intended to defray the move-in costs associated with occupying privately leased quarters covered under the OHA program.
4. MIHA is not intended to cover move-out costs.

B. MIHA/Miscellaneous. Actual expense data for MIHA/Miscellaneous is collected by survey. This data is used to set the MIHA/Miscellaneous allowance rate. Members residing in privately leased quarters receive an annual 'Overseas Housing Allowance Utility Expenses Survey'. Additionally, once every three years each member receives an 'Overseas Housing Allowance Utility and Move-In Expenses Survey'. ***To ensure that proper MIHA allowances are set, accurate, uniform and complete reporting of costs is essential. Therefore, it is imperative that members retain copies of all move-in expenses for later survey completion and cost reporting.***

1. Survey procedures are mailed to each country allowance coordinator (see Appendix M).
2. The 'Overseas Housing Allowance Utility and Move-In Expenses Survey' is used to report the member's MIHA/Miscellaneous expenses in addition to their utility expenses.

C. MIHA/Rent. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Rent claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). Receipts for expenses of \$75 or more must be provided.

1. When the MIHA/Rent expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to the foreign currency).
2. If the member is a sharer (see par. U9000-C), only one sharer may claim an individual rent-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.

3. Both the member **and** an authorizing/approving official (commander or designated official, such as the housing officer) must complete the DD Form 2556.
4. The authorizing/approving official may authorize all, or any portion, of an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.
5. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official must justify the amount on a separate sheet and the information submitted with the completed DD Form 2556.

***NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.***

D. MIHA/Security

1. To qualify for MIHA/Security, members must be assigned to an area where dwellings must be modified to minimize exposure to terrorist and/or criminal threat (for 'MIHA Security Locations', see Appendix N, Part II). Department of State and/or the Defense Intelligence Agency designate high threat areas when Department of State is:
  - (a) **Responsible** for the area's residential security: the member does not complete DD Form 2556, Part C. All security modifications are coordinated and funded under the guidance of the Regional Security Officer (RSO) of the Department of State.
  - (b) **Not responsible** for the area's residential security: the senior officer in-country is responsible for developing the appropriate housing security policy for the area. When security modifications are deemed appropriate, acceptable items/expenditures must be determined by an individual/office designated by the senior officer. DD Form 2556, Part C must be completed to claim reimbursement for security related expenses.
2. When possible, costs for security upgrades to the dwelling should be borne by the landlord. However, the housing officer or appropriate official should expect the landlord to increase the rent on the unit to recover the upgrade expenses within a reasonable time period.
3. When the senior officer in-country determines that a duty station should be a MIHA/Security area, that officer should have a designation request forwarded for risk assessment and justification. The request may be by letter, message, or e-mail message to the PDTATAC at the addresses below. The request for risk assessment is forwarded by PDTATAC to the Department of State or the Defense Intelligence Agency for a final determination.

**Letter Address:**

Director  
Per Diem, Travel and Transportation Allowance Committee  
Hoffman Building I, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

**E-Mail Message Address:**

Housing.Security@perdiem.osd.mil

**Message Address:**

PER DIEM TVL AND TRANS ALW COMTE ALEXANDRIA VA

4. A completed DD Form 2556 (Move-In Housing Allowance Claim (May 1999)) must accompany each MIHA/Security claim. A member may submit more than one DD Form 2556 while assigned to a PDS (e.g., to claim rent-related expenses, then again to claim security expenses). Receipts for expenses of \$75 or more must be provided.
5. When the MIHA/Security expense is incurred in foreign currency, convert the cost to U.S. dollars (using the actual rate of exchange at which the member converted the U.S. dollars to foreign currency).
6. If the member is a sharer (see par. U9000-C), only one sharer may claim an individual security-related expense. Sharer status is based on the member's response to item 8 of DD Form 2367, Individual Overseas Housing Allowance (OHA) Report.
7. Both the member **and** an authorizing/approving official (commander or designated official, such as housing officer) must complete the DD Form 2556.
8. The authorizing/approving official may approve all, or any portion of, an expenditure if it is considered reasonable. When the expenditure is not authorized, an explanation must be provided on a separate sheet and the information submitted with the completed DD Form 2556.
9. When the amount authorized in DD Form 2556, Part B Subtotal, exceeds two times the member's monthly rent, the authorizing/approving official must justify the amount on a separate sheet and submit the information along with the completed DD Form 2556.

***NOTE: Copies of all DD Forms 2556 prepared by the member should be maintained at the member's PDS. For locations served by housing offices, the Housing Office should retain the copies of the DD Forms 2556.***

E. Instructions for Completing DD Form 2367, Individual Overseas Housing Allowance (OHA) Report

1. The member must complete items 1 **through** 10 (for assistance see the Housing Officer).
2. The 'Housing Officer or Appropriate Official' must either check box 11a(1) **or** 11a(2), whichever is appropriate.
3. The Housing Officer or Appropriate Official must also complete blocks 11b **through** 11d.
4. The 'Certifying Official' must check the appropriate block for both 12a **and** 12b. The selection for block 12b **is based on** the answer provided by the Housing Officer or Appropriate Official in block 11a.

5. The Certifying Official must also complete blocks 12c *through* 12g.
6. When the certifying official authorizes/approves the MIHA/Miscellaneous allowance the member receives the allowance in subsequent pay.

F. Instructions for Completing DD Form 2556, Move-In Housing Allowance Claim

1. DD Form 2556, Part A – Service Member Identification and Residence Information. Items 1 through 5 are self-explanatory.
2. DD Form 2556, Part B – Rent Related Expenses. Report only fixed, one-time, nonrefundable fees related to renting the dwelling. These are charges levied by the landlord, the landlord's agent or a foreign government that the member is required to pay. ***Refundable security deposits, advance rental payments, and recurring costs are not reported on this form.***
  - a. Authorized expenses:
    - (1) Customary Restoration or Redecoration Fees. This fee ordinarily is levied as an up-front charge but is not a damage deposit (it is typically for repainting and cleaning). These charges should be reported only when there is no chance of a refund.
    - (2) Rental Agent Fees. When a member has no other recourse but to rent a unit with such charges, the charges are reimbursable.
    - (3) Lease Taxes or Rental Taxes. Some jurisdictions levy a lease tax or rental tax. When this tax is:
      - (a) A one-time charge - it is reported on DD Form 2556,
      - (b) A monthly charge - it is included with rent and reported on DD Form 2367, and
      - (c) Charged at other intervals (e.g., an annual charge), it is considered a recurring expense and is covered by the Utility/Recurring Maintenance Allowance.
  - b. Unauthorized Expenses. The authorizing/approving official has the authority to disapprove excessive or unjustifiable expenses, i.e.:
    - (1) Avoidable real estate agent fees (see Examples 1 and 2 below),
    - (2) Restoration/redecoration fees when they are not customary.

**EXAMPLE 1:** A housing office recommends an acceptable dwelling that could have been rented without a rent-related fee. However, the member chose to rent a unit through a real estate agent who charged a 2-month rental fee. The authorizing/approving official must disapprove reimbursement of the rent-related fee.

**EXAMPLE 2:** A member's landlord charged the member a 2-month up-front rental fee when a 1-month rental fee is the customary charge. The authorizing/approving official should authorize reimbursement for only 1 month's rental fee.

3. DD Form 2556, Part C – Security Expenditures. Report only security related items, i.e., security doors, locks, lights, and alarm systems. Expenditures not related to the physical dwelling, such as for personal security guards or dogs, are not reimbursable. Receipts for expenses of \$75 or more must be provided.

4. DD Form 2556, Part D – Reimbursement to Member. The amount reported in item 10 is the total MIHA/Rent and/or MIHA/Security allowance reimbursable to the member in connection with the specifics on that DD Form 2556. Receipts for expenses of \$75 or more must be provided.

5. DD Form 2556, Part E – Certifications. The member must certify the information on the DD Form 2556 by completing and signing Part E.

G. Submitting Completed DD Forms 2367 (Individual Overseas Housing Allowance (OHA) Report (May 1999)) and 2556 (Move-In Housing Allowance Claim (May 1999))

1. Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 must be processed and submitted in accordance with finance center procedures.

2. Submitting Completed DD Forms 2367 and 2556. Completed DD Forms 2367 and 2556 **must not** be submitted to PDTATAC directly. Submitting the forms directly to PDTATAC delays processing and reimbursement of the MIHA/Miscellaneous allowance.

## APPENDIX N

## PART II: MIHA SECURITY LOCATIONS

Table I:

Locations *Currently Designated**Effective 16 Jul 2004*

<u>Location (Country and/or Country/City)</u>	<u>Date Established</u>
Angola	1 Mar 1993
Argentina	1 Jun 1997
Armenia	16 Dec 2001
Bahamas – Nassau	1 May 1996
Bahrain	1 Aug 2003
Bangladesh	1 Dec 1998
*Barbados	16 Jul 2004
Belgium – Florennes	16 Apr 2004
Belgium – SHAPE	1 May 2000
Belize	16 Oct 1994
Brazil	18 Feb 1993
Cambodia – Phnom Penh	16 Oct 1994
Colombia	1 Sep 1990
**Costa Rica – San Jose	1 Aug 2003
*Djibouti	16 Jul 2004
Dominican Republic – Santo Domingo	18 Feb 1993
Dominican Republic – Other	1 Oct 1999
East Timor	16 Aug 2000
Ecuador	1 Dec 1998
Egypt	1 Mar 1994
El Salvador – San Salvador	1 Aug 2003
Fiji	1 Jul 2001
Greece – Athens	1 Sep 1990
Greece - -Other	1 Jul 2001
Guatemala	18 Feb 1993
Haiti – Port-au-Prince	1 Apr 1995



**Table I:**  
**Locations *Currently* Designated**  
*(Continued)*

<b><u>Location (Country and/or Country/City)</u></b>	<b><u>Date Established</u></b>
Haiti – Other	1 Oct 1999
Honduras – Tegucigalpa	1 Sep 1990
Honduras – Other	1 Oct 1999
Indonesia	1 Oct 1999
Israel – Tel Aviv	14 Feb 1991
*Israel – Other	16 Jul 2004
Jamaica – Kingston	18 Feb 1993
Jamaica – Other	1 Oct 1999
Jerusalem (East and West)	1 Sep 1990
Jordan	16 Dec 2001
Kenya – Nairobi	18 Feb 1993
*Kuwait	16 Jul 2004
Mexico – Mexico City	16 Oct 1994
Morocco	16 May 1998
Nepal	1 Sep 1998
Pakistan	1 Sep 1992
Papua New Guinea – Port Moresby	18 Feb 1993
Paraguay – Asuncion	1 Sep 1993
Paraguay – Other	1 Oct 1999
Peru—Lima	1 Sep 1990
Peru—Other	1 Jun 1997
Philippines	1 Sep 1990
Poland – Warsaw	1 Apr 1995
Russia	1 Dec 1998
*Serbia and Montenegro	16 Jul 2004
South Africa	1 Feb 2000
Trinidad and Tobago	16 Aug 1998
Turkey	1 Sep 1990
Ukraine – Kiev	1 May 1996
Uruguay	16 May 1998
Vietnam	1 Jul 2000
Yemen	16 Apr 1997
Zimbabwe	1 May 1996

\* New location added to “Locations Currently Designated”

\*\* Reinstated as “Locations Currently Designated”

**Table II:**  
**Locations *Previously* Designated**

<b><u>Location (Country and/or Country/City)</u></b>	<b><u>Date Established</u></b>	<b><u>Date Removed</u></b>
Bolivia	1 Jul 2001	1 Aug 2003
China	1 Feb 2000	1 Aug 2003
**Costa Rica - San Jose	16 Apr 1997	1 Jul 2001
Costa Rica - Other	1 Oct 1999	1 Jul 2001
Croatia	1 Feb 2000	1 Aug 2003
*France – Paris	1 Feb 2000	16 Jul 2004
Hong Kong	1 Feb 2000	1 Aug 2003
Korea – Seoul	1 Feb 2000	1 Aug 2003
Latvia	16 Dec 2001	1 Aug 2003
*Malaysia – Kuala Lumpur	1 Aug 2003	16 Jul 2004
Rwanda	1 May 1996	1 Jul 2001
Singapore	1 Feb 2000	1 Jul 2001
*Slovakia	1 Feb 2000	16 Jul 2004
*Syria	1 Oct 1998	16 Jul 2004
*Venezuela	1 Apr 1997	16 Jul 2004

\*Latest locations to change from “Locations Currently Designated” to “Locations Previously Designated”

\*\*Reinstated as “Locations Currently Designated”

## **APPENDIX O**

### **TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES**

<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>T4000</b>	<b>INTRODUCTION</b>
<b>T4005</b>	<b>APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS</b>
<b>T4010</b>	<b>REIMBURSEMENT RATE</b>
<b>T4020</b>	<b>TDY TRAVEL POLICY</b> <ul style="list-style-type: none"><li>A. Criteria for TDY Travel</li><li>B. Traveler Rights and Responsibilities</li></ul>
<b>T4025</b>	<b>ARRANGING OFFICIAL TRAVEL</b> <ul style="list-style-type: none"><li>A. CTO Use</li><li>B. Requirements</li><li>C. Foreign Ship or Aircraft Transportation</li><li>D. Transportation Reimbursement</li></ul>
<b>T4030</b>	<b>GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)</b> <ul style="list-style-type: none"><li>A. Type of Travel</li><li>B. Commercial Transportation</li><li>C. Rental Vehicles (Includes Aircraft)</li><li>D. Government Transportation</li><li>E. Private Vehicle</li><li>F. Rest Stops</li><li>G. Insurance Coverage in Foreign Areas</li><li>H. Allowable Travel Days</li><li>I. Authorized Trips Home during Extended Business or Training TDY</li><li>J. Voluntary Return Home during Intervening Weekend/Holidays</li></ul>
<b>T4040</b>	<b>LIVING EXPENSES (PER DIEM)</b> <ul style="list-style-type: none"><li>A. Lodging Overnight Required -Business Travel Standards</li><li>B. Lodging Overnight Required - Schoolhouse Training Standards</li><li>C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Ships</li><li>D. Lodging Overnight Not Required</li><li>E. Miscellaneous Expenses</li><li>F. Reimbursement for Travel Expenses at the TDY Location</li></ul>

<b>T4045</b>	<b>TRAVEL ALLOWANCES FOR RESERVE COMPONENT PERSONNEL (48 Comp. Gen. 301 (1968))</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Inactive Duty Training</li><li>C. Travel for Annual Training (AT)</li><li>D. Per Diem Not Payable</li><li>E. Per Diem</li><li>F. Funeral Honors Duty</li></ul>
<b>T4050</b>	<b>TAKING A TYPICAL BUSINESS TRIP</b> <ul style="list-style-type: none"><li>A. Before the Trip</li><li>B. During the Trip</li><li>C. After the Traveler Returns</li></ul>
<b>T4060</b>	<b>AUTHORIZING OFFICIAL'S RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>A. General</li><li>B. What's Allowable and Not Allowable</li></ul>
<b>T4070</b>	<b>TDY GLOSSARY</b>

## APPENDIX O

### TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

#### \*T4000 INTRODUCTION

##### *Effective 20 August 2004*

This Appendix describes the travel and transportation allowances and responsibilities of travelers who perform the most common TDY travel types as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Appendix covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. The provisions in this Appendix are to be used in place of TDY allowances in the JFTR and JTR (*with exceptions and references as noted herein*), except that the provisions in JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees are to be used for travel of:

1. Senior ROTC,
2. Reserve Component Member travel for medical and dental care,
3. Retirees called to active duty,
4. Ready Reserve Component members authorized muster duty allowance,
5. Midshipmen and cadets,
6. Patients, and escorts and attendants,
7. Pre-employment travel; and
8. For rules that apply when emergency situations occur while TDY is being performed.

See JFTR, par. U7125-D for rules on per diem for uniformed members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4975. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in JFTR and JTR Chapters 4. Except where differences are identified, the allowances and responsibilities in this Appendix apply equally to uniformed members and DoD civilian employees. In this Appendix, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Appendix are found in par. T4070. *The provisions of this Appendix must not be supplemented.*

***\*NOTE: See JFTR/JTR, Appendix E for Invitational Travel Authorizations***

**T4005 APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS**

Commands/units are expected to take appropriate disciplinary action when travelers and/or AOs fail to follow the regulations contained in this Volume. Disciplinary action should be for *willful* violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must *not* be through refusal to reimburse. See par. T4025-A4 for exceptions when reimbursement is *not* allowed.

**T4010 REIMBURSEMENT RATE**

Rates for private vehicle mileage reimbursement rates are found in JFTR, par. U2600, and JTR, par. C2500. Government mess food and operating expense rates are found in JFTR, pars. U4149 and U4151 and JTR, par. C2510. Per diem rates by location showing the lodging, meals and incidental expense components are published in website <http://www.dtic.mil/perdiem/perdiemrates.html>, or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the (Contracted) Commercial Travel Office (CTO).

**T4020 TDY TRAVEL POLICY**

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs must choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money (see JFTR, par. U2010 and JTR, par. C1058).
2. Travelers are provided transportation, lodging, and food, or they must be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs must authorize reimbursement for other travel-related expenses appropriate to the mission.
3. It is **mandatory** that travelers arrange commercial transportation, rental cars (if authorized), through an available CTO or in-house travel arranger in accordance with TRANSCOM policy. Government and/or commercial lodging should also be arranged through the CTO. The CTO estimates the total cost for the trip (a "should-cost" estimate) forming the reimbursement basis.
4. It is **mandatory** that travelers make their official travel and transportation arrangements through the CTO. Only in extremely unusual circumstances in which the traveler cannot communicate with the CTO should the CTO not be used. Travelers:
  - a. Who do not use a CTO or the Government travel card to purchase transportation must forward the ticket coupon, and/or the receipt for the excess baggage costs, with the Trip Record for reimbursement,
  - b. Must use coach-class for all official travel, unless premium-class accommodations are authorized prior to travel by the appropriate level listed in par. U3125-B2a or U3125-B2b.

- (1) See JTR, par. C2000-A2c/JFTR, par. U2000-A2c for medical reasons, or
- (2) TDY mission timing requires premium-class. When premium-class TDY transportation is authorized because the mission timing is "so urgent it cannot be postponed," premium-class travel should only be authorized to the TDY site. Coach-class accommodations use should be annotated on the trip record and used for the return flight if the return flight is not critical and traveler can rest before reporting back to work. *See JFTR pars. U3125-B2a and U3125-B2b and JTR, pars. C2204-B2a and C2204-B2b.*
- c. Must **not** use foreign flag transportation even if U.S. flag carrier fares are higher,
- d. Who use premium-class or a foreign flag transportation presumably at Government expense must provide adequate acceptable justification that meets the requirements of the JFTR/JTR to the AO for reimbursement, and
- e. Should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, and/or to get alternate arrangements.
5. Travelers are advised, in advance, of their allowances, the arrangements made for them, probable expenses, and a good estimate of what they should be reimbursed.
6. Travelers should have use of a Government-sponsored, contractor-issued travel charge card. The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."
7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This ensures travelers are paid for expenses in about the same time as charge card bills are received.
8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8 (series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if the Government would incur additional costs or if it would affect the mission.
9. Retaining Promotional Items
  - a. A traveler on official business traveling at Government expense on the funds of an agency (See definition in Appendix A) may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001.

- b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.
- c. Promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

10. Travelers must be treated as honest, responsible customers, but they must follow the rules in this regulation. The DoD Financial Management Regulation (DoDFMR), Volume 9, JFTR, par. U2505, and JTR, par. C1305, apply when a fraudulent claim submission is suspected.

## T4025 ARRANGING OFFICIAL TRAVEL

### A. CTO Use

1. Mandatory Policy. It is DoD **mandatory policy** that travelers use available CTOs to arrange official travel, including transportation and rental cars.
2. Service Regulations. See DoD component/Service regulations for CTO use information.
3. Failure to Follow Regulations
  - a. Commands/units are expected to take appropriate disciplinary action when travelers and/or AOs fail to follow the regulations concerning CTO use (see par. T4005).
  - b. Disciplinary action should be for **willful** violations and may be in the form of counseling (oral/written), or non-judicial action (uniformed personnel), or other personnel means (civilian employees). Action must **not** be through refusal to reimburse. See par. T4025-A4 below for exceptions when reimbursement is **not** allowed.
4. Reimbursement Not Allowed. Reimbursement **Is not allowed** when the traveler does not follow the regulations for foreign flag carriers (see par. T4025-C).

### B. Requirements

1. When making travel arrangements, travelers should use the following:
  - a. Services available under a TMS (see Appendix A), or
  - b. In-house travel offices.

#### ***Effective 1 September 2004***

2. All travel arrangements must be made in accordance with:

\*a. DoDD 4500.9 (Transportation and Traffic Management) at <http://www.dtic.mil/whs/directives/corres/html/45009.htm>;

\*b. DoDI 4500.42 (DoD Passenger Transportation Reservation and Ticketing Services) at <http://www.dtic.mil/whs/directives/corres/html/450042.htm>; and



c. Service regulations.

C. Foreign Ship or Aircraft Transportation. Transportation on foreign ships or aircraft must **not** be authorized/ approved unless the conditions in par. T4060-B1d are met (see also JFTR, par. U3125-C and JTR, par. C2204-B).

D. Transportation Reimbursement

1. CTO Available. When a CTO is available but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.

2. CTO Not Available. When the AO certifies that a CTO was/is not available to arrange transportation, reimbursement is paid for the actual cost of the authorized or approved transportation NTE the least expensive unrestricted commercial coach fare that meets mission requirements.

**T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)**

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that CTOs arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO to arrange other than contract city-pair flights, or to arrange foreign flag carriers, or business- (but not first-) -class accommodations (*see JTR, par. C1060, NOTE 1 and JFTR, par. U4326, NOTE 1*) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, par. C2204-B2 and JFTR, par. U3125-B2 may authorize business or first-class accommodations use.

***Effective 21 September 2004***

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility (see JFTR, par. U1410 and JTR par. C1410). When possible, the CTO, per TRANSCOM policy, reserves a rental vehicle from a company that subscribes to the SDDC rental car agreement. ***Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented.*** Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries. When a compact rental car (the "standard" for TDY travel), does not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental car company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable under the procedures set forth in the DoD Financial Management Regulation (Volume 9, Chapter 4) (found at website <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service regulations for the non-DoD Services). ***Reimbursement for personal funds for damage sustained by a rented automobile while being used on other than official business is not authorized.***

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, ordinarily Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers are not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

***Effective 18 November 2004***

\*H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by government/government-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes travel by private, rental or Government vehicle (other than government/government-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by privately owned vehicle is used but not authorized by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

\*K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the least expensive unrestricted coach-class airfare (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

#### T4040 LIVING EXPENSES (PER DIEM)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

##### A. Lodging Overnight Required -Business Travel Standards

###### 1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes non-availability (by confirmation number, if provided by the Service in its registration process.)

###### c. Civilian Employees

(1) ***Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.*** In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. ***However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

(2) The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those

prescribed in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are without effect. The locality rates in <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ( $300\% \times \$110 = \$330 - \$34 = \$296$ ). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized **only in advance** by PDTATAC or Secretary concerned for **only uniformed members** (see JFTR, par. U4250). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. **An AEA may not be authorized for meals and incidental expenses.**

**NOTE 1:** *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

**NOTE 2:** *The maximum amount allowed for lodging in foreign countries (see <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign countries are not separately reimbursable.*

e. **Reimbursement of lodging cost when staying with friends or relatives is not authorized.**

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

\*(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

- (a) Mortgage interest;
- (b) Property tax; and

- (c) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges.

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see JFTR, Chapter 4, Part C or JTR, Chapter 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141 and JTR, par. C4555-G do not apply when the residence is purchased.***

***Effective 20 September 2004***

- g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

**2. Eating**

- a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the last TDY location or stopover point, as appropriate.

- b. On other days, the allowance for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). ***The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.***

- c. When the Government purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

***Effective 1 October 2003***

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$3.00. The OCONUS daily IE is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

***NOTE 1: Applicable to civilian employees:***

- 1. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.***

*2. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.*

**NOTE 2:** *Applicable to uniformed members:*

*1. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.*

*2. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.*

**B. Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. ***Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).***

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

**C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Ships.** Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are authorized reimbursement of the amount paid for food. When the Secretary concerned, or Combatant Commander or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are authorized reimbursement of the amount paid for food. All EUM travelers are authorized the incidental expense. See par. T4020-B2.

***Effective 31 January 2003 for members and 31 July 2003 for employees***

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. TDY Aboard Ships

- a. No per diem is payable when TDY aboard a U.S. ship since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.
- b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

**JOINT TASK FORCE OPERATIONS TDY OPTIONS****SUBSIST ASHORE**

<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals <b>(In AOR only)</b>	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

**SUBSIST ABOARD GOVERNMENT SHIP 3/**

	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

**NOTE:** For BAS see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options



D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are authorized reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). *No per diem is authorized when TDY is for 12 or fewer hours.* However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits (*see JFTR, par. U4510 for occasional meals authority*).

***NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.***

E. Miscellaneous Expenses. Travelers are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

1. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem and/or AEAs, and/or travel expenses for the authorized travel;

2. ATM Fees

a. **UNIFORMED MEMBERS**. Administrative fees for ATM use to obtain money with:

(1) The Government-sponsored Contractor-issued Travel Charge Card (Government charge card), or

(2) An ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

up to the amount authorized for an advance for the travel concerned. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 Jul 2002 and Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available at: [http://www.dtic.mil/comptroller/fmr/09/09\\_03.pdf](http://www.dtic.mil/comptroller/fmr/09/09_03.pdf), for information on personnel exempt from the requirement to use the Government charge card;

b. **CIVILIAN EMPLOYEES**. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card up to the amount authorized for a cash advance for the travel concerned. *Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable to civilian employees.;*

***Effective 8 September 2004***

3. Fees for passports, visas (including green cards, photographs for OCONUS travel; see JFTR, par. U1415 & JTR, par. C1415) and physical examinations required to obtain a visa if examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (GSBCA 15435-RELO, 9 April 2001)).

***NOTE:***

***(1) A travel order/authorization may be issued to authorize/approve (see JFTR, par. U2115/JTR, Chapter 3, Part B) travel and transportation at Government expense to a visa issuing office located outside the local area of the traveler's PDS if the traveler's presence at that office is/was mandatory;***

***(2) A travel authorization may be issued to authorize/approve (see JFTR, par. U2115/JTR, Chapter 3, Part B) travel and transportation at Government expense to undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the traveler's PDS;***

\*a. Expenses for legal services for obtaining or processing applications for passports, visas (including green cards) are reimbursable if local laws or custom require the use of lawyers in processing such applications.

b. A traveler ordinarily travels on a no-fee passport. However, fees for such passports are reimbursable when travel on an official order/authorization is to and/or from a high threat area or high risk airport (see [http://travel.state.gov/warnings\\_list.html](http://travel.state.gov/warnings_list.html)) by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.

c. Dependents' fee is reimbursable ***except*** in connection with personal travel. Example: The United Kingdom Entry Clearance Fee is a reimbursable fee.

d. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the traveler is sent are not reimbursable, except as in JFTR, par. U1410-A5 and JTR, par. C1410-A5 for inoculations.

e. Legal service expenses in obtaining passports or visas (including green card), for TDY or PCS, are not reimbursable even though local laws or custom may require the use of lawyers.

4. The cost of birth certificates or other acceptable evidence of birth for OCONUS travel (pars. T4040-E3e and T4040-E3f in this appendix apply to this expense).

***Effective 1 October 2004******5. Taxes on lodging***

a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$60 per night, and the traveler elects to stay at a hotel that costs \$110 per night, the traveler may only be reimbursed the taxes on \$60, which is the maximum authorized lodging amount); and

***b. Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable.***

6. Fees for:

a. Currency conversion. Travelers:

(1) *Are not authorized reimbursement for losses, nor are they liable for gains, resulting from currency conversions (63 Comp. Gen. 554 (1984));*

(2) Who pay with credit cards for OCONUS expenses may desire to check with the credit card vendor to see what the final bill is in US currency prior to travel claim submission. They can then use the currency exchange rate at which the credit card bill was settled to determine OCONUS expenses.

(3) May have to submit travel vouchers prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, travelers should make themselves aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim.

b. Cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (*cashing salary checks/drafts is not included*);

c. Airport transit, service charges/ taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)); and

d. Energy surcharge and/or resort fee (when the fee is not optional);

7. CTO service and processing fees;

8. Transportation-related tips for taxis, limousines, and courtesy transportation;

9. Transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chapter 3, Part E; and JTR, Chapter 2, Part C);

10. Any additional costs of paper tickets *when authorized* by the AO as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries). ***NOTE: Paying for paper tickets sought by a traveler for personal convenience is the traveler's financial responsibility.; and***

11. Trip insurance in a foreign country to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

12. Authorized expenses for:

a. Services, including associated equipment needed for reports/correspondence preparation;

- b. Clerical assistance;
  - c. Services of guides, interpreters, packers, or vehicle drivers;
  - d. Storage of property used on official business;
  - e. Room rental (used for official business) at a hotel/other place;
  - f. Inoculations that are not available through a Federal dispensary for OCONUS travel, (*this does not include travel expenses incurred for obtaining the required inoculations*);
  - g. Official phone calls (see par. T4060-B5);
  - h. Connections used for computers to perform official Government business;
  - i. Excess baggage transportation costs;
  - j. Conference registration fees when fees are a condition for attendance; ***NOTE: When the registration fee includes meal costs, per diem is computed under par. C4955-E3 for civilian employees, and par. U2555-E3 for uniformed members;***
  - k. Dual lodging costs, ***NOTE: Reimbursement must not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.;***
  - l. Non-refundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled, ***NOTE: Reimbursement must not exceed the remaining amount of the per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.;***
  - m. Expedited charge card delivery;
  - n. Late payment delinquent fees involving the Government-sponsored Contractor-issued travel charge card only for those personnel who are placed in the category of mission critical travel or, who, through no fault of their own, are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel. See the revised guidance to DoDFMR, Volume 9, chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements; and
  - o. *Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the convenience of the traveler).*
13. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
14. Parking fees at the transportation terminal, NTE the cost of taxi fares (including allowable tips) for one round-trip to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);

15. A Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
16. Tips for handling Government property at terminals and hotels;
17. **UNIFORMED MEMBERS ONLY**: Customary tips for handling any baggage at transportation terminals; and
18. **CIVILIAN EMPLOYEES ONLY**: The cost during TDY travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing:
  - a. *Is* a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights TDY lodging in CONUS.
  - b. *Is not* a separately reimbursable travel expense for OCONUS travel. It is included as an incidental expense within the per diem/AEA authorized for OCONUS travel.
19. **UNIFORMED MEMBERS ONLY**: The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing:
  - (a) Up to an average of \$2 per day, *is* a separately reimbursable travel expense when TDY travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);
  - (b) *Is not* a separately reimbursable travel expense for OCONUS travel. It is included as an incidental expense within the per diem/AEA authorized for OCONUS travel;
20. Any per-day administrative fee called for by the SDCC rental car agreements (including GARS); and
21. Similar travel related expenses.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. Duty sites,
  - b. Lodgings,
  - c. Dining facilities,
  - d. Drugstores,

- e. Barber shops,
  - f. Places of worship,
  - g. Cleaning establishments, and
  - h. Similar places required for the traveler's subsistence, health or comfort
3. If a Government vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
  4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
  5. Travelers must note the required miles driven.

**T4045 TRAVEL ALLOWANCES FOR RESERVE COMPONENT PERSONNEL (48 Comp. Gen. 301 (1968))**

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, **Assigned Unit** is a reserve member's designated post of duty and **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.
2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.
3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is authorized reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservists on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. Standby Reserves voluntarily performing without pay.

E. Per Diem. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;
3. Active duty for any other purpose for less than 20 weeks, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;
4. Active duty for other than training for 140 or more days (20 or more weeks) because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence are authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

**SUMMARY OF ALLOWANCES FOR RESERVE COMPONENTS PERSONNEL**

**ACTIVE DUTY WITH PAY 1/**

<b>SITUATION 2/</b>	<b>TRANSPORTATION 3/4/</b>	<b>PER DIEM</b>
Annual training duty 5/	Par. T4030 applies.	Not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov't qtrs & mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits.
Active duty for less than 20 weeks at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for 140 or more days (20 or more weeks).	Par. T4030 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem, otherwise Chap 5 applies.

**ACTIVE DUTY WITHOUT PAY**

	<b>TRANSPORTATION</b>	<b>PER DIEM</b>
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Standby Reserve.	Not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/.



1/ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Government quarters for purposes of this table.

7/ Reservists on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ Reservists on active duty for training not otherwise authorized per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

**INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/**

<b>SITUATION</b>	<b>TRANSPORTATION</b>	<b>PER DIEM</b>
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home.	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/ assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/ assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
Standby Reserves voluntarily performing without pay.	Not authorized.	Not authorized.

*Table is for informational purposes only. Allowances are prescribed in par. T4045.*

- 1/ For travel allowance purposes, the assigned unit is the designated post of duty.
- 2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.
- 3/ Reservists on inactive duty for training who are not otherwise authorized per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

Table 2. TDY Allowances for Reserve Component Personnel

## T4050 TAKING A TYPICAL BUSINESS TRIP

### A. Before the Trip

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.
4. Getting the Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. **Travelers must guard tickets carefully.** However, if a transportation ticket issued to a traveler is lost or stolen, the traveler must make an immediate report to the CTO. The traveler is financially responsible to purchase a replacement ticket. If the Government pays for the lost/stolen transportation ticket, the traveler must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket. If the traveler paid for both tickets, reimbursement is authorized initially only for the first ticket purchased. If that first ticket is recovered, turned in for refund, and the Government repaid, the traveler may then be reimbursed for the second ticket NTE the cost of the first ticket. The traveler must return unused transportation tickets to the CTO.
5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other

expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

**B. During the Trip**

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.

2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

**C. After the Traveler Returns**

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.

3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.

4. Random Audits. Random audits of travel expense reports are conducted.

**T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES**

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO must determine the purpose of the travel (see JTR/JFTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.

2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on contract flights use. ***NOTE: Contract-city airfares must not be used for personal travel. (See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.)*** The CTO must use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:

- (1) Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;
- (2) The contract carrier's flight schedule does not operate during normal working hours;
- (3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the Government;
- (4) Rail service is available, cost effective, and consistent with mission requirements;
- (5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or
- (6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO ensures that the rationale for not using contract flights is recorded on the Trip Record.

***NOTE: See JTR, par. C2002 or JFTR, par. U3145 for policy and FAQs regarding use of the Contract City-pair Program.***

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, par. C2204-B2b, and JFTR, par. U3125-B2b may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

**NOTES:**

- 1. If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.*
  - 2. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*
  - 3. The 14-hour rule only (in par. T4060-B1c(6) above) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.*
  - 4. When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City-Pair Program is mandatory.*
  - 5. When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.*
3. **Using American Flag Carriers.** Available U.S. flag air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. ***U.S. flag carriers are not considered “available” if:***
- a. Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
  - b. Use of a U.S. flag carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
  - c. Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
  - d. The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
  - e. The travel can only be financed with excess foreign currency and available U.S. flag carriers do not accept the currency;
  - f. Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or

g. Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***However, contract fare travel must not be used for personal travel. (See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.)*** The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

***Effective 9 August 2004***

11. Shipment or Storage of HHG. AOs may authorize shipment of unaccompanied baggage for employees (JTR, par. C2309), or a small amount of HHG for members (JFTR, par. U4705) to the TDY point. Also, they may authorize storage of HHG for members when appropriate. For example, storage may be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club at which the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. To uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, people TDY aboard ships are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government ships may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

16. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

18. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.*** A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

19. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

***Effective 23 October 2004***

\*20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances (see JTR, Chapter 5, Part O).

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<http://www.perdiem.osd.mil/perdiem/perdiemrates.html>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

***Effective 16 November 2004***

**T4070 TDY GLOSSARY**

**Authorize.** The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with "approve."

**Government travel card.** This is the Government-sponsored, contractor issued travel charge card.



**\*Group movement.** A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY/TAD), for which Government-owned/procured transportation will be furnished from the same origin to the same destination. Movement could include locations en route as specified on the order. ***NOTE: Personnel traveling together under an order may have no/limited reimbursement directed between any points en route, provided that the order specifically indicates the points between which the status applies.***

**Must, Shall, Should, May, Can, Will.** The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

**\*Temporary Duty (TDY) Travel.** Official travel of a temporary duration away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different allowances:

**Business Travel.** Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

**Schoolhouse Training Travel.** Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

**\*Deployment, Personnel Traveling Together Under An Order Directing No/Limited Reimbursement, and Unit Travel.** Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

**Trip Record.** This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

**\*Activities Authorized To Use Appendix O**

<b>DoD Component</b>	<b>Organization/Location</b>	<b>Effective Date</b>
<b>U.S. Army</b>	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS)	May 1, 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
<b>U.S. Navy</b>	USS Eisenhower <i>Discontinued</i>	June 20, 1996 March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>	June 20, 1996 March 31, 1997
<b>U.S. Marine Corps</b>	Marine Corps Air Station, Beaufort, SC	Never Initiated [1]
	Marine Corps Air Station, New River, NC	Never Initiated [1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
	Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]
<b>U.S. Air Force</b>	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996

DoD Component	Organization/Location	Effective Date
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
<b>Washington Headquarters Services</b>	Designated organizations	April 1, 1997
<b>Defense Commissary Agency (DeCa)</b>	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
<b>Defense Finance and Accounting Service (DFAS)</b>	Kansas City Center, Kansas City, MO <i>Discontinued</i>	May 1, 1996 March 31, 1997
<b>Defense Logistics Agency (DLA)</b>	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
<b>*National Geospatial-Intelligence Agency (NGA) (formerly NIMA)</b>	Multiple locations - all NGA components	May 1, 1996
<b>National Security Agency (NSA) [2]</b>	Fort Meade, Maryland	March 1 1996
<b>Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)</b>	Dulles, VA	June 1, 1996
<b>Organization of the Joint Chiefs of Staff</b>	Washington, DC	May 1, 1996
<b>Defense Information Systems Agency</b>	Washington, DC	June 16, 1997
<b>Ballistic Missile Defense Organization</b>	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified allowances was pending but never issued.

[2] This includes TDY travel by, on behalf of, and/or processed by the NSA.

***NOTE: Use of Appendix O is authorized for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.***

## APPENDIX P

### CITY-PAIR PROGRAM

#### PART I: CITY-PAIR PROGRAM

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<u>Par.</u>	<u>Contents</u>
A.	Policy
B.	Scheduled Air Carriers

#### PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

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<u>Number</u>	<u>Question</u>
1.	How does the program work?
2.	What are the advantages of the program?
3.	Who can use it?
4.	Why can't contractors use it? It would save the government a lot of money!
5.	Do I have to use the contract carrier? Won't any airline do?
6.	If I have been authorized to use a business class fare, do I have to use the contract carrier?
7.	What makes it the best value? Isn't it just low bid?
8.	How is Quality of Service Evaluated?
9.	Why isn't every award for nonstop service?
10.	Can't GSA make a carrier add nonstop service?
11.	Can you require the airlines to offer smoke free international flights?
12.	Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?
13.	Can I combine two contract fares to save money?
14.	How do I know whether or not there is a contract fare?
15.	Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?
16.	I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?
17.	What if one of the multiple airports within a city does not offer a city-pair fare? May I still use the airport with no city-pair fare if I choose?
18.	If airfares are booked "early" the Gov't receives a discount to the normal city-pairs' fare. How early is early?

## PART I: CITY-PAIR PROGRAM

Regulations applicable to the Contract City-Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at <http://www.transcom.mil/j5/pt/dtr.html>. Following is an edited extract from that regulation.

A. Policy (DoD 4500.9-R, Part L. Chap. 103, par. B2)

1. GSA Airline City-Pairs Program. Each year, under the Airline City\_Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "Travel on Government Business and Air Travel/City\_Pairs" on the GSA website: <http://www.gsa.gov>.

***Effective 8 September 2004***

\*2. Some GSA routes may offer "dual airfares"; one airfare is an unrestricted airfare (fare basis code "YCA") and the other an unrestricted capacity-controlled airfare (fare basis code "\_CA"). The unrestricted capacity-controlled airfare differs from the unrestricted airfare only in that the airline can limit the number of seats offered under the unrestricted capacity-controlled, or "\_CA" fare basis (referred to as "capacity controlled"). The unrestricted airfare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither airfare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The unrestricted capacity-controlled airfare is, in many cases, significantly less expensive than the unrestricted airfare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining an unrestricted capacity-controlled GSA Airline City-Pairs airfare on the routes offering the dual airfare structure. Local CTOs can provide information on what routes offer dual airfares.

3. ***Government contractors are not authorized to use GSA city-pairs airfares.***

***Effective 8 September 2004***

\*4. ***Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

5. Non-mandatory Users. A non-mandatory user may request contract service, or have contract service requested, on an optional basis. Contract carriers may, but are not required to, furnish any requested service to non-mandatory users. Non-mandatory users are:

- a. All members and employees of the U.S. Congress; employees of the Judicial Branch of the Government; employees of the U.S. Postal Service; U.S. Foreign Service Officers; and employees of any agencies who are not subject to the provisions of 5 USC §5701-5709.
- b. DOD recruits traveling from Military Entrance Processing Stations (MEPS).
- c. Groups of 21 or more passengers.

***Effective 8 September 2004***

\*6. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order/authorization, travel voucher, or other document provided by the traveler or AO, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space on a scheduled contract flight (including a confirmed pet space (see ***NOTE***)) is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.

***\*NOTE: when pet shipment is the determining factor for non-use of the lower cost GSA Airline City-Pairs airfares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing. See DTR, Part I, Chapter 103, par. B.2.c (note) for the source of this NOTE.***

b. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see JFTR, par. U3006/JTR, par. C1059);

c. A non-contract (DoD-approved) carrier offers a lower airfare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable airfare and has seats available at that airfare, or if the lower airfare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored Contractor-issued travel charge card, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar airfares).***

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

B. Scheduled Air Carriers (DoD 4500.9-R, Part L. Chap. 103, par. A2)

***Effective 8 September 2004***

\*1. Contract air service between city-pairs should be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair airfare is not available***, the least expensive unrestricted economy airfare (including a lower airfare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar airfares) should be used. However, the AO retains the authority to authorize a lesser airfare and the traveler retains the ability to seek a lesser airfare. ***NOTE: foreign military personnel are not authorized to use GSA city-pair airfares.***

2. ***Government contractor personnel must never be in possession of ITAs while in the performance of their contracts and are prohibited from using Government discount airfares provided in the Contract City-Pair Program when purchasing commercial airline tickets.***

***NOTE: See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.***

## PART II: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

### 1. How does the program work?

**First**, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

**Second**, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

**Third**, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

### 2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting,
- 70% average savings over regular walk-up fares, and
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

*Effective 8 September 2004*

### \*3. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal employees or uniformed service members and their respective dependents on official travel, may use the program with an appropriate form of payment (Government-sponsored contractor-issued travel charge card, centrally-billed account, or GTR). ***Grantees (whether civilian or foreign military personnel) cannot use GSA city-pair airfares. Use the chain of command for "grantee" status determinations.***

### 4. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to contractors. GSA has made the business decision to neither jeopardize the program nor the \$2 billion savings it generates for taxpayers. ***GSA agencies that the purchase of contract fare tickets on behalf of Government contractors is a misuse of the city-pair program and could jeopardize its future success.***

**5. Do I have to use the contract carrier? Won't any airline do?**

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract.

Commercial airfares can be highly volatile, so an exception to the mandatory use requirement allows government travelers to take advantage of any low commercial fares offered by non-contract carriers, if the fares are also offered to the general public. Non-contract fares that are offered only to government travelers (sometimes called "DG" fares) are not included in this exception. Also, if the contract carrier for the particular market offers the lower fare, you still must use them, but at the lower fare. Travelers that use this exception would have to abide by the many restrictions that typically go along with lower commercial fares. Restrictions on discounted commercial fares usually include; non-refundability, change or cancellation fees, minimum or maximum stay requirements or extended calendar blackout periods. Additional exceptions to the use of the contract carrier are:

- a. Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours; or
- c. Rail service is available, and such service is cost effective and is consistent with mission requirements; or
- d. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

**6. If I have been authorized to use a business class fare, do I have to use the contract carrier?**

Yes, the City Pair Program contracts are mandatory for both coach and business-class service. If business-class service has been authorized in accordance with the JFTR/JTR, then use of contract business-class fares is mandatory.

**7. What makes it the best value? Isn't it just low bid?**

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

**8. How is Quality of Service Evaluated?**

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.



- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

#### 9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

#### 10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

#### 11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

#### 12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE: Gov't funded travel to and from RAT leave locations and when ordered TDY while on leave is official travel and therefore contract fares may be used to and from this leave location (see JTR, pars. C4162 and C4440 for RAT).***

Example	
Travel authorization states the official travel itinerary as:	
From:	Atlanta, GA
To:	San Francisco, CA and return to Atlanta, GA
City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.	
For personal reasons, employee wants to go to Chicago for several days resulting in the following:	
From:	Atlanta, GA
To:	Chicago, IL
From:	Chicago, IL
To:	San Francisco, CA and return to Atlanta, GA
Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city-pair contract fares for these trip portions. Commercial fares are applicable to this trip portion with the maximum cost to the Government of \$251. The city-pair contract fare is applicable only to the trip portion from San Francisco, CA, to Atlanta, GA, with United Airlines at \$251.	
<b><i>NOTE: The traveler is responsible for any additional costs when, for personal convenience, a circuitous route is used or the traveler interrupts a direct travel route (e.g., by taking an unauthorized overnight en route). Reimbursement in this case is limited to the transportation cost by a usually traveled direct route on an uninterrupted basis (e.g., \$502).</i></b>	

### 13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

### 14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: <http://pub.fss.gsa.gov/citypairs/>.

### 15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

### 16. I live in an area/location with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport that best suits their needs in areas/locations with multiple airports, except when the AO determines that a specific airport should be used after considering the most cost-effective routing and transportation means (to include not only air fares, but also transportation to and from airports). Areas/locations with multiple airports include, but are not limited to, are: Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

**17. What if one of the multiple airports within a city does not offer a city-pair fare? May I still use the airport with no city-pair fare if I choose?**

In areas/locations serviced by multiple airports, there is no “requirement” that a traveler use an airport based on a city-pair fare being offered at one airport, and the other airport does not have a city-pair fare *except as noted in the last sentence*. The traveler should use the “usual travel route” (the airport location from which the traveler would ordinarily travel). The traveler’s command has the authority to authorize/approve use of any airport for the traveler but must consider best value, mission requirements, travel, and the most cost-effective routing and transportation means. Sometimes this results in a determination that the traveler must use a specific airport. ***In a multiple airport area, a city-pair fare must be used, if available, for international travel.***

**18. If airfares are booked "early" the Gov't receives a discount to the normal city-pairs' fare. How early is early?**

Travelers should book their reservations with the CTO as early as possible once it is determined that a trip is necessary. The earlier the reservation the better the chances are that a capacity controlled city-fare is available.

For more information on GSA's Airline City Pairs Program, see the GSA website at <http://www.fss.gsa.gov/citypairs>, or contact one of the following PoCs below. Only those without Internet access should call.

Ms. Linda L. Smith *Contracting Officer (703) 305-7640	Ms. Andrea Dingle Contracting Officer (703) 305-6190	Mr. Gene Lee *Contracting Officer (703) 308-1618
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## APPENDIX Q

### OVERSEAS TOUR LENGTHS

**TABLE 1 - DoD**

***Effective 7 December 2004***

Tour lengths are established IAW DoDI 1315.7, par. E3.1. Submit changes to tour lengths IAW DoDI 1315.7, par. E3.1.2. ***Do not submit tour length changes to PDTATAC.***

The following are overseas tour lengths *for members of the DoD Services only (other than the Defense Attaché System)*:

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA (except as indicated) (Note 1)	36	36
Marine Corps Security Forces	24	12
Fort Greely	24	12
Adak, Clear, Galena, King Salmon and Eareckson	NA	12
ALBANIA		
Tirana	24	12
ALGERIA <i>effective 7 December 2004</i>	24	12
AMERICAN SAMOA	NA	12
ARGENTINA	36	24
ARUBA	24	18
AUSTRALIA (except as indicated)	36	24
Alice Springs	36	24
Exmouth	24	24
Learmonth	24	15
Woomera	24	15
AUSTRIA	36	24
AZORES (See PORTUGAL)		
BAHAMAS		
Andros Island	24	24
BAHRAIN	24	12
BANGLADESH	24	18
BELGIUM (except as indicated)	36	24
Bertrix	NA	12
BELIZE	24	12
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BOTSWANA	24	12
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY		
Diego Garcia	NA	12
BULGARIA		
Sofia	24	12
BURKINA FASO	24	12

<b>Country or Area</b>	<b>Tours in Months Accompanied</b>	<b>Tours in Months Unaccompanied</b>
CAMBODIA	NA	12
CANADA (except as indicated)	36	24
Argentina, Newfoundland; Goose Bay, Labrador	24	12
CHAD	24	12
CHILE	36	24
COLUMBIA	24	18
COMMONWEALTH of the NORTHERN MARIANA ISLANDS (Saipan)	24	12
COSTA RICA	36	24
CROATIA		
Zagreb	24	12
CUBA		
Guantanamo Bay (Note 2)	30	18
Marine Barracks	24	12
CYPRUS (except as indicated)	24	18
Akrotiri	24	12
CZECH REPUBLIC		
Prague	36	24
DEMOCRATIC REPUBLIC OF CONGO (Zaire)	24	12
DENMARK (except as indicated)	36	24
Greenland (Kalaallit Nunaat)	NA	12
DOMINICAN REPUBLIC	36	24
ECUADOR	36	18
Manta	NA	12
EGYPT (except as indicated)	24	18
Ismailia	24	12
Beni Suef, Cairo (ETSS personnel only), Jiyanklis New, Sinai	NA	12
EL SALVADOR	NA	12
SAO Personnel	24	18
ENGLAND (See UNITED KINGDOM)		
ERITREA	24	12
ESTONIA		
Tallinn	24	24
FRANCE	36	24
GEORGIA		
Tbilisi	24	18
GERMANY (except as indicated)	36	24
Donaueschingen	24	12
Geilenkirchen	36	36
GIBRALTAR	36	24
GREECE (except as indicated)	36	24
Athens, Thessalonki	24	15
Parnis, Patras	30	18
Crete, Souda Bay	24	18
Larissa	24	12
Argyroupolis, Drama, Elefsis, Horiatis, Levkas, Perivolaki, Yiannitsa	NA	12

<b>Country or Area</b>	<b>Tours in Months Accompanied</b>	<b>Tours in Months Unaccompanied</b>
GREENLAND (see DENMARK)		
GUAM <i>effective 12 October 2004</i>	36	24
GUATEMALA	36	24
GUYANA	24	18
HAWAII (except as indicated) (Note 1)	36	36
Kauai	30	18
Pohakuloa Training Area	24	18
HONDURAS (except as indicated)	24	18
Soto Cano AB	NA	12
HONG KONG	36	24
HUNGARY		
Budapest	36	24
ICELAND	30	18
INDIA	24	12
INDONESIA	24	12
IRELAND ( <i>effective 10 August 2004</i> )	36	24
ISRAEL	24	12
ITALY (except as indicated)	36	24
Ghedi, Martina Franca, Mt. Corna, Mt. Venda, and Rimini	24	18
Mt. Vergine, and Crotone	24	15
Poggio Renatico	24	12
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt. Paganella, Paino di Cors	NA	12
Sardinia		
La Maddalena	24	24
Decimomannu Air Base (AB)	24	15
Sicily		
Sigonella	36	24
Comiso	24	12
JAMAICA	24	12
JAPAN (except as indicated) (Note 3)	36	24
*Akizuki Kure, *Kumamoto, *Osaka, *Itami (Sapporo), and *Sendai <i>effective 7 December 2004</i>	24	12
Ie Shima, Okuma, and Seburiyama	NA	12
Ryukyu Islands (Okinawa) (except as indicated)	36	24
MCAS Futenma, MCAS Iwakuni, and MCB Butler	36	12
Kuma Shima	NA	12
JOHNSTON ATOLL	NA	12
JORDAN (except as indicated)	24	12
Amman	24	18

<b>Country or Area</b>	<b>Tours in Months Accompanied</b>	<b>Tours in Months Unaccompanied</b>
KENYA (except as indicated)	24	12
Nairobi	24	18
KOREA (except as indicated) (Note 4)	NA	12
Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, Suwon, Taegu, and Yongsan	24	12
KUWAIT	24	12
KYRGYZSTAN	24	12
LAOS	NA	12
LATVIA		
Riga	24	12
LIBERIA	24	18
LITHUANIA		
Vilnius	24	12
LUXEMBOURG	36	24
MACEDONIA ( <i>effective 10 August 2004</i> )	24	18
Skopje	24	12
MADAGASCAR	24	12
MALAYSIA	36	24
MARSHALL ISLANDS		
Enewetok	NA	12
Kwajalein	24	18
MEXICO	24	18
MIDWAY ISLANDS	NA	12
MOLDOVA		
Chisinau	24	18
MONGOLIA	24	24
MOROCCO (except as indicated)	24	15
Casablanca	24	12
Errachidia	NA	12
NETHERLANDS	36	24
NETHERLANDS ANTILLES		
Curacao	NA	12
NEW ZEALAND	36	24
NICARAGUA	24	18
NIGER	24	12
NORWAY (except as indicated)	36	24
Stavanger	24	24
OKINAWA (See JAPAN)		
OMAN	24	12
PAKISTAN	24	12
PANAMA (except as indicated)	36	24
Galeta Island	NA	12
PARAGUAY	24	18

<b>Country or Area</b>	<b>Tours in Months Accompanied</b>	<b>Tours in Months Unaccompanied</b>
PERU (except as indicated)	36	24
Lima MAAG	30	18
PHILIPPINES (except as indicated)	NA	12
Metropolitan Manila	24	18
POLAND		
Warsaw	36	24
PORTUGAL (except as indicated)	36	24
Azores Islands	24	15
PUERTO RICO (except as indicated)	36	24
Caguas, Isabela, Juana Diaz, Ponce (Ft Allen), and Yauco,	36	18
Vieques Island	NA	12
QATAR	24	12
ROMANIA		
Bucharest	24	24
SAINT HELENA (Ascension Island)	24	12
SARDINIA (See ITALY)		
SAUDI ARABIA	24	12
SCOTLAND (See UNITED KINGDOM)		
SEYCHELLES	24	12
SICILY (See ITALY)		
SINGAPORE	36	24
SLOVAKIA		
Bratislava	36	24
SLOVENIA		
Ljubljana	24	12
SPAIN (except as indicated)	36	24
Alcoy, Constantina, Elizondo, Rosas, and Villatobas	30	18
El Ferrol	24	24
Sonseca	24	15
Moron AB	24	15
Santiago	NA	18
Balearic Islands and Gorremandi	NA	15
Adamuz, Ciudad Real, and Estaca De Vares	NA	12
SUDAN	24	12
SURINAME	24	18
SWEDEN		
Stockholm	36	24
TAJIKISTAN	24	12
THAILAND (except as indicated)	24	18
Bangkok	36	24
TUNISIA	24	18



<b>Country or Area</b>	<b>Tours in Months Accompanied</b>	<b>Tours in Months Unaccompanied</b>
TURKEY (except as indicated)	24	15
Elmadag, Karatas, Malatya	24	12
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzurum, Iskendrum, Istanbul, Izmir, Izmit, Murted, Oratakoy, Pirincli, Sahihtepe, Sinop, and Yumurtalik	NA	12
TURKMENISTAN	24	12
UKRAINE		
Kiev	24	12
UNITED ARAB EMIRATES	24	12
UNITED KINGDOM (except as indicated) (Note 3)	36	24
RAF Fylingdales, RAF Machrihanish (Scotland)	24	18
URUGUAY	36	24
UZBEKISTAN	24	12
VENEZUELA	24	18
VIETNAM	24	12
VIRGIN ISLANDS	36	24
WAKE ISLAND	NA	12
WALES (See UNITED KINGDOM)		
WEST INDIES		
Anguilla	24	18
Antigua	24	12
Barbados	36	24
St. Lucia	NA	12
YUGOSLAVIA, FED REP (See Macedonia)		

**NOTES:**

1. Tour-length policies for service members assigned to duty stations within Alaska and Hawai'i are outlined in DoDI 1315.7, paragraph E3.1.4.
2. Dependents are permitted only when Government quarters are available.
3. A maximum 48-month tour is permitted for Navy personnel.
4. Not all service members are eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the service member's actual duty assignment and is controlled by Commander U.S. Forces Korea. Those personnel not eligible to serve accompanied-by-dependents tours are serving unaccompanied tours. (Command-sponsored dependents of service members assigned to Suwon are required to reside at Osan AB.)

**\*TABLE 2 - NOAA (effective 31 January 2005)**

Tour lengths are established by NOAA/CPC. Submit changes to tour lengths to NOAA/CPC. ***Do not submit tour length changes to PDTATAC.***

The following are overseas tour lengths *for members of NOAA only*:

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA	36	36
AMERICAN SAMOA	NA	12
ANTARCTICA	NA	12
AUSTRALIA (LEARMONTH)	36	36
FRANCE	36	36
HAWAI'I	36	36
SWITZERLAND	36	36

**APPENDIX R**

**Reserved**

## APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their dependents) and, effective 2 Nov 2002, for civilian employees and their dependents*:

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	<b>1 Jan 2003</b>
Argentina	Southern	Miami	30 Apr 2005
Armenia, Yerevan	European	Frankfurt	30 Apr 2005
Australia, Alice Springs	Pacific	Honolulu	31 Mar 2006
Australia, Exmouth	Pacific	Perth	31 Mar 2006
Australia, Learmonth	Pacific	Perth	31 Mar 2006
Azerbaijan, Baku	European	Frankfurt	31 Jul 2005
Bahrain	Central	Frankfurt	<b>31 Oct 2004</b>
Bangladesh, Dhaka	Pacific	Honolulu	31 Mar 2006
Barbados	Southern	Miami	30 Apr 2005
Belarus, Minsk	European	Frankfurt	30 Apr 2005
Belize	Southern	Miami	30 Apr 2005
Bolivia	Southern	Miami	30 Apr 2005
Botswana, Gaborone	European	Frankfurt	31 Mar 2005
Brazil	Southern	Miami	30 Apr 2005
Bulgaria, Sofia	European	Frankfurt	31 Mar 2005
Burma, Rangoon	Pacific	Honolulu	31 Mar 2006
Cambodia, Phnom Penh	Pacific	Honolulu	31 Mar 2006
Cameroon, Yaounde	European	Frankfurt	30 Apr 2005
Chad, N'djamena	European	Frankfurt	30 Apr 2005
Chile	Southern	Miami	30 Apr 2005
China, Beijing	Pacific	Honolulu	31 Mar 2006
Columbia	Southern	Miami	30 Apr 2005
Costa Rica, San Jose	Southern	Miami	30 Apr 2006
Croatia, Zagreb	European	Frankfurt	31 Mar 2005
*Cuba, Guantanamo Bay	Southern	Jacksonville	*31 Dec 2006
Cuba, Havana ( <i>for Coast Guard uniformed members only</i> )	USCG	Miami	18 Dec 2005
Cyprus, Nicosia	European	Frankfurt	31 Mar 2005
Democratic Republic of Congo, Kinshasa	European	Frankfurt	30 Apr 2005
Djibouti	Central	Frankfurt	<b>31 Oct 2004</b>
Dominican Republic	Southern	Miami	30 Apr 2005

Ecuador	Southern	Miami	30 Apr 2005
Egypt	Central	Frankfurt	<b>31 Oct 2004</b>
El Salvador	Southern	Miami	30 Apr 2005
Eritrea, Asmara	Central	Frankfurt	<b>31 Oct 2004</b>
Estonia, Tallinn	European	Frankfurt	31 Mar 2005
Ethiopia, Addis Ababa	Central	Frankfurt	<b>31 Oct 2004</b>
Fiji	Pacific	Honolulu	31 Mar 2006
Gabon, Libreville	European	Paris	<b>31 Oct 2004</b>
Georgia, Tbilisi	European	Frankfurt	31 Mar 2005
Ghana, Accra	European	Frankfurt	30 Apr 2005
Greece, Athens	European	Frankfurt	31 Mar 2005
Greece, Larissa	European	Frankfurt	31 Mar 2005
Greenland, Thule 1/	European	Baltimore	31 May 2006
Guatemala	Southern	Miami	30 Apr 2005
Guinea, Conakry	European	Paris/Frankfurt	31 Jan 2005
Guyana	Southern	Miami	30 Apr 2005
Haiti	Southern	Miami	30 Apr 2005
Honduras	Southern	Miami	30 Apr 2005
Hong Kong	Pacific	Los Angeles	31 Mar 2006
India, New Delhi	Pacific	Honolulu	31 Mar 2006
Indonesia, Jakarta	Pacific	Honolulu	31 Mar 2006
Israel, Tel Aviv	European	Frankfurt	31 Mar 2005
Ivory Coast, Abidjan	European	Frankfurt	31 Mar 2005
Jamaica	Southern	Miami	30 Apr 2005
Jordan	Central	Frankfurt	<b>31 Oct 2004</b>
Kazakhstan, Almaty	Central	Frankfurt	<b>31 Oct 2004</b>
Kenya	Central	Frankfurt	<b>31 Oct 2004</b>
Korea 2/ ( <i>eff 28 May 2004</i> )	Pacific	Chicago or Los Angeles	28 May 2005
Kuwait	Central	Frankfurt	<b>31 Oct 2004</b>
Kyrgyzstan, Bishkek	Central	Frankfurt	<b>31 Oct 2004</b>
*Laos, Vientiane ( <i>eff 29 Oct 2004</i> )	Joint POW/MIA	Honolulu	31 October 2006
Latvia, Riga	European	Frankfurt	30 Apr 2005
Lithuania, Vilnius	European	Frankfurt	31 Mar 2005
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Mar 2005
Madagascar, Antananarivo ( <i>eff 28 May 2004</i> )	Pacific	Frankfurt	31 May 2006
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Mar 2006

Mali, Bamako	European	Frankfurt	30 Apr 2005
Marshall Islands, Majuro	Pacific	Honolulu	<b>31 Aug 2003</b>
Mexico	Southern	San Antonio	30 Apr 2005
Moldova, Chisnau	European	Frankfurt	30 Apr 2005
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Mar 2006
Morocco, Rabat	European	Frankfurt	31 Mar 2005
Mozambique, Maputo	European	Frankfurt	31 Mar 2005
Namibia, Windhoek	European	Frankfurt	30 Apr 2005
Nepal, Kathmandu	Pacific	Honolulu	<b>31 Dec 2004</b>
Nicaragua	Southern	Miami	30 Apr 2005
Niger, Niamey	European	Frankfurt	31 Mar 2005
Nigeria, Lagos	European	Frankfurt	31 Mar 2005
Oman	Central	Frankfurt	<b>31 Oct 2004</b>
Pakistan	Central	Frankfurt	<b>31 Oct 2004</b>
Panama	Southern	Miami	30 Apr 2005
Paraguay	Southern	Miami	30 Apr 2005
Peru	Southern	Miami	30 Apr 2005
Philippines, Metro Manila	Pacific	Honolulu	31 Mar 2006
Poland, Warsaw	European	Frankfurt	31 Mar 2005
Qatar	Central	Frankfurt	<b>31 Oct 2004</b>
Romania, Bucharest	European	Frankfurt	31 Mar 2005
Russia, Moscow	European	Frankfurt	31 Mar 2005
Rwanda, Kigali	European	Frankfurt	30 Apr 2005
Saudi Arabia	Central	Frankfurt	<b>31 Oct 2004</b>
Senegal, Dakar	European	Frankfurt	30 Apr 2005
Serbia and Montenegro, Belgrade	European	Frankfurt	30 Jun 2005
Singapore	Pacific	Honolulu ( <i>eff 14 Apr 2004</i> )	31 Mar 2006
South Africa, Pretoria	European	Frankfurt	31 Mar 2005
Sri Lanka, Columbo	Pacific	Frankfurt	31 Mar 2006
Suriname	Southern	Miami	30 Apr 2005
Syria, Damascus	European	Frankfurt	31 Mar 2005
Tanzania, Dar Es Salaam	European	Frankfurt	30 Apr 2005
Thailand, Bangkok	Pacific	Honolulu	31 Mar 2006
Thailand, Chiang Mai	Pacific	Honolulu	31 Mar 2006
Trinidad and Tobago	Southern	Miami	30 Apr 2005
Tunisia, Tunis	European	Frankfurt	31 Mar 2005
Turkey, Ankara	European	Frankfurt	30 Apr 2005

Turkey, Izmir	European	Frankfurt	<b><i>1 Jan 2003</i></b>
Turkmenistan, Ashgabat	Central	Frankfurt	<b><i>31 Oct 2004</i></b>
Uganda, Kampala	European	Frankfurt	30 Apr 2005
Ukraine, Kiev	European	Frankfurt	31 Mar 2005
United Arab Emirates	Central	Frankfurt	<b><i>31 Oct 2004</i></b>
Uruguay	Southern	Miami	30 Apr 2005
Uzbekistan, Tashkent	Central	Frankfurt	<b><i>31 Oct 2004</i></b>
Venezuela	Southern	Miami	30 Apr 2005
Vietnam, Hanoi	Pacific	Honolulu	31 Mar 2006
Yemen	Central	Frankfurt	<b><i>31 Oct 2004</i></b>
Zambia, Lusaka	European	Frankfurt	<b><i>31 Oct 2004</i></b>
Zimbabwe, Harare	European	Frankfurt	31 Mar 2005

1/ Exception to the 24-month tour requirement approved by ASD(FMP) on 18 Mar 2002 memo.

***Effective 28 May 2004***

\*2/ Only for uniformed members of the 2d Brigade Combat Team, 2d Infantry Division on unaccompanied tours in Korea preparing for deployment for Operation Iraqi Freedom. PDUSD (P&R) authorized an exception to the 24-month tour requirement and the 6 months begin/end of the tour limitation on 28 May 2004.

## **APPENDIX T**

### **STANDARD DATA ELEMENTS FOR TRAVEL**

<b><u>Table</u></b>	<b><u>Contents</u></b>
I.	Traveler Identification
II.	Commercial Transportation Information
III.	Travel Expense Information
IV.	Accounting and Certification



## APPENDIX T

## STANDARD DATA ELEMENTS FOR TRAVEL

Table I:

## Traveler Identification

Group name	Data elements	Description
Travel Authorization	Authorization Number	Assigned by the appropriate office.
Employee Name	First Name, Middle Initial, Last Name	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
Travel Purpose Identifier	Site Visit	
	Information Meeting	
	Training Attendance	
	Speech or Presentation	
	Conference attendance	
	Relocation	Same as change of official station.
	Between Tours Travel	
	Special Mission Travel	
	Emergency Travel	
	Other Travel	
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	Travel within continental United States.
	OCONUS/Domestic	Travel outside continental United States.
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem.
Official Duty Station	City, State, Zip	Either the corporate limits of city/town or the reservation, station, established area where stationed.
Residence	City, State, Zip	The geographical location where traveler resides, if different from official duty station.
Payment Method	EFT Treasury Check Imprest Fund	Direct deposit via electronic funds transfer.
Mailing Address	Street Address, City, State, Zip	The location designated by the traveler based on agency guidelines.

**Table II:**  
**Commercial Transportation Information**

Group name	Data elements	Description
Transportation Payment		Method traveler used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	Central Billing Account	A Contractor centrally billed account.
	Government Charge Card	In accordance with and as provided by agency guidelines.
	Cash	
Transportation Payment Identification Number	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, (e.g., GTR number, Gov't credit card number).
Transportation Method Indicator	Air (Premium Class)	Common carrier used as transportation to TDY location.
	Air (Non-premium Class)	
	Non-contract Air, Train, Other	
Local Transportation Indicator	POC, Car rental, Taxi, Other	Identifies local transportation used while on TDY.

Table III:

**Travel Expense Information**

<b>Group name</b>	<b>Data elements</b>	<b>Description</b>
Per Diem	Total Number of Days	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed	The amount of money traveler claims as per diem expense.
	Lodging, Meals & Incidentals	
Travel Advance	Advance Outstanding	The amount of travel advance outstanding, when the traveler files the travel claim.
	Remaining Balance	The amount of the travel advance that remains outstanding.
Subsistence	Actual Days	Total number of days the traveler charged actual subsistence expenses. The number of days must be expressed as a whole number.
	Total Actual Amount	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the JFTR or JTR as appropriate.
Transportation Method Cost	Air (Premium Class)	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Air (Non-premium class) Non-contract Air, Train	
	Other	Bus or other form of transportation.
Local Transportation	POC Distance	Total number of miles driven in POC.
	POC mileage expense	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POC.
	Car rental, Taxis, Other	
Constructive cost	Constructive cost	The difference between the amount authorized to spend and the amount claimed.
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

**Table IV:**  
**Accounting & Certification**

<b>Group name</b>	<b>Data elements</b>	<b>Description</b>
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment “in-kind”	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler’s signature, or digital representation. The signature signifies the traveler read the “fraudulent claim/responsibility” statement.
	Date	Date traveler signed “fraudulent claim/responsibility” statement.
	Claimant Signature	Traveler’s signature, or digital representation. The signature signifies the traveler read the “Privacy Act” statement.
	Date	Date traveler signed “Privacy Act” statement.
	Approving Officer Signature	Approving Officer’s signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature	Certifying Officer’s signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date	Date Certifying Officer signed the travel claim.

**\*APPENDIX U****AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS**

***NOTE 1:*** See JFTR, par. U7300 (uniformed members) and JTR, par. C6750 (civilian employees) for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation.

***NOTE 2:*** The footnoted locations are authorized R&R for specific missions only!

The following are authorized Rest and Recuperation (R&R) locations/destinations *for members of the Uniformed Services and for civilian employees:*

<b>Authorized R&amp;R Location</b>	<b>Command Region</b>	<b>Authorized OCONUS Destination</b>	<b>Authorized CONUS Destination</b>	<b>Re-certification Due Date</b>
Afghanistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Albania	European	Frankfurt, Germany	Baltimore, Maryland	<b>31 March 2002</b>
Bahrain 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	<b>31 March 2002</b>
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	<b>31 March 2002</b>
Djibouti 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	<b>31 March 2002</b>
Iraq 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	<b>31 December 2002</b>
Jordan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Kuwait 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Kyrgyzstan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Macedonia, Former Yugoslavia Republic of	European	Frankfurt, Germany	Baltimore, Maryland	<b>31 March 2002</b>
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	<b>31 March 2002</b>
Oman 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Pakistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Qatar 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Saudi Arabia 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	<b>31 March 2002</b>

Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	<b><i>31 March 2002</i></b>
Tajikistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
United Arab Emirates 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Uzbekistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005
Yemen 2/	Central	Airport closest to leave point	Airport closest to leave point	30 September 2005

1/ Only for the mission of Operation Southern Watch.

2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was to the APOD only. Effective 19 December 2003 the authorized destination is to the APOD and then to the airport closest to the leave point. Effective 5 February 2004 the Coalition Forces Land Component Commander may authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty location to the commercial airport nearest their leave location.

## APPENDIX U

## AUTHORIZED REST AND RECUPERATION (R&amp;R) LOCATIONS/DESTINATIONS

**NOTE 1:** See JFTR, par. U7300 (uniformed members) and JTR, par. C6750 (civilian employees) for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation.

**NOTE 2:** The footnoted locations are authorized R&R for specific missions only!

The following are authorized Rest and Recuperation (R&R) locations/destinations *for members of the Uniformed Services and for civilian employees*:

Authorized R&R Location	Command Region	Authorized OCONUS Destination	Authorized CONUS Destination	Re-certification Due Date
Afghanistan 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 05
Albania	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Bahrain 2	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 05
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Croatia	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Djibouti 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 05
Hungary	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Iraq 2	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 05
Joint Task Force - South West Asia (JTF-SWA) 1/	Central	Frankfurt, Germany	Baltimore, Maryland	31 Dec 2002
Kuwait 2	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 05
Kuwait 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 05
Kyrgyzstan 2	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 05
Macedonia, Former Yugoslavia, Republic of	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Montenegro	European	Frankfurt, Germany	Baltimore, Maryland	31 Mar 2002
Oman 2	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 05

Pakistan 2	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 0 05
Qatar 2/	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 0 05
Saudi Arabia 2	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 0 05
Serbia	European	Frankfurt, Germany	Baltimore, Maryland	<b>31 Mar 2002</b>
Slovenia	European	Frankfurt, Germany	Baltimore, Maryland	<b>31 Mar 2002</b>
Tajikistan 2	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 0 05
United Arab Emirates 2	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 0 05
Uzbekistan 2	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 0 05
Yemen 2	Central	Airport closest to leave point	Airport closest to leave point	30 Sep 0 05

1/ Only for the mission of Operation Southern Watch.

***Effective 21 June 2004***

\*2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 003, the authorized destination was the APOD. Effective 19 December 003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. Effective 5 Feb 2004 the Coalition Forces Land Component Commander was permitted to authorize R&R participants to travel via commercial air from the commercial airport nearest their AOR duty locations to the commercial airport nearest their leave locations.

Per PDUSD(P&R) memo dated 21 June 004, as of that date, ***a member of the US Armed Forces who took R&R leave between 25 September 2003 and 18 December 2003 and personally procured transportation from the APOD in the U.S. to the leave point and return to the APOD, is authorized reimbursement retroactively for the transportation expenses actually incurred. Since a CTO and city-pair fares were not available at that time, the member is authorized reimbursement of transportation costs NTE the least expensive unrestricted commercial coach fare (JFTR, par. U3120-D2). This authority for retroactive reimbursement does not extend to civilian employees.***